



TIMS Web Company

Industry User Guide



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Information Technology Division

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Introduction

The Technical Information Management System (TIMS) Web Company Industry User Guide is a fully detailed instructional guide for TIMS Web Company application. Audiences of this document are Oil, Gas and Renewable Energy users and subject matter experts. This document provides instructions for submitting TIMS Web Company business requests.

For information on the following functions please refer to **TIMS Web Getting Started Industry User Guide**.

- System Requirements for TIMS Web
- Help Desk
- Login
- Forgot password/Forgot Username
- Unsuccessful Login
- Locked Accounts
- Change Password
- Logout
- Accessibility Menu
- My Entitlements
- Online (Wiki) Help
- DOI Password Guidelines

What is TIMS Web

TIMS Web is a web-based application system hosted and supported by the Bureau of Safety and Environmental Enforcement's Information Technology Division (BSEE/ITD).

TIMS Web Company application allows the Oil, Gas and Renewable energy industries to electronically submit Qualification, Maintain Company, Change of Name, Business Conversion and Merger requests to the Bureau of Ocean Energy Management (BOEM).

TIMS Web Bonding application allows same industries to electronically submit New Bond, Bond Replacement, Bond Cancellation, Bond Termination and Bond Riders to BOEM.

Electronic submittal of data provides a secure file transfer mechanism, eliminates data collection errors and inefficiencies; and allows TIMS Web to maintain current and the most accurate data online. Once Company and Bonding requests are submitted, TIMS Web electronic review process enables BOEM to review and enter the appropriate decision regarding the request.

WebCenter Spaces

After **Login** you will be directed to **WebCenter Spaces** page shown in Figure 1.

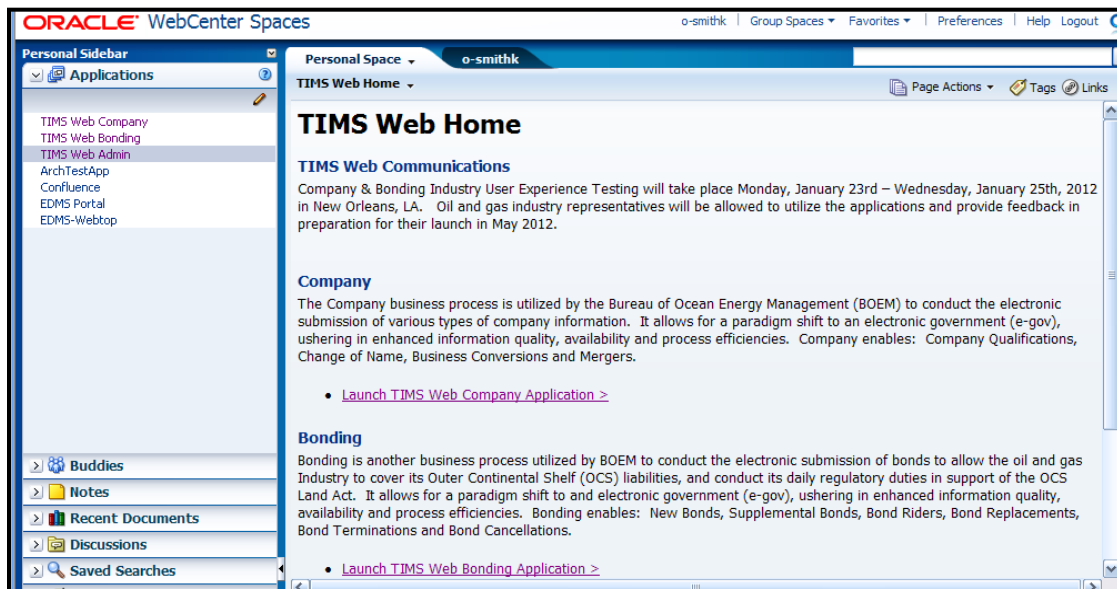


Figure 1: WebCenter Spaces Page

All TIMS Web business applications and administrative utilities are accessed through WebCenter Spaces page. Applications and utilities are shown under **Applications** in Personal Sidebar pane located on the left side.


Upon selecting an application/utility, the system displays the functionalities you are enabled to perform based on your roles and access rights. Users' roles and access rights are established by user's representative company.


How to Select Multiple Items

To select **consecutive** items, click on the first item you like to select, hold down the **Shift** key, and press the **down arrow** key on your keyboard until you reach the last item you like to include in your selection. The items will be highlighted and selected.

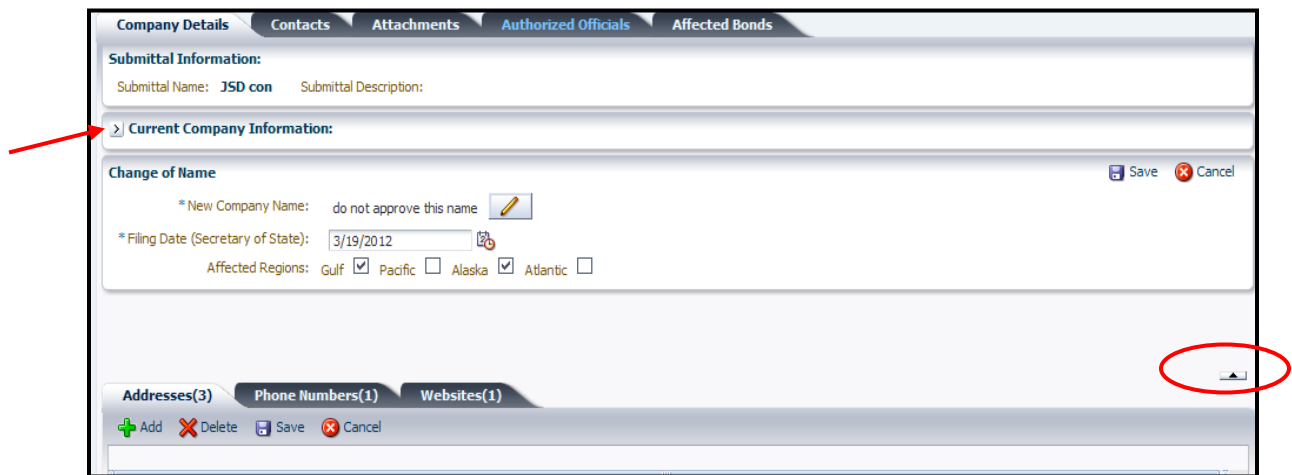
To select **non-consecutive** items, highlight the first item, hold down the **Ctrl** key, highlight the next non-consecutive item. You must hold down the **Ctrl** key while you select more items.

Expand, Adjust Window Panes

TIMS Web Company application pages may contain windows comprised of two or more panes. Window panes can be **expanded** (or collapsed) by clicking the  button where encountered.

To bring a window pane to **full** view, click the  button located on the edge of the pane (the edge may not be a visible edge). The button is identified by red oval in the following figure.

Window panes can be **adjusted** in size. To adjust the size of a window pane, hold the mouse pointer on the border line between two adjacent panes. The double-headed arrow indicates the border line can be dragged up/down or to the left/right.




Links in This Document

Links have been provided for easy and fast access to remote sections in this document. To visit a link, hold the mouse pointer over the link. **Left click** the mouse while pressing the **Ctrl** key. You will be directed to the link target. To return to previous position, hold down **Alt** and press the **left arrow** on your keyboard. All figure references provide a link to the figure as well.

BOEM Regional Contacts

To view contact information for BOEM Regional Contacts, **Login** TIMS Web.

Click **TIMS Web Company**. Click **Requirements** tab and then click  **Regional Contacts**. The displayed page is shown.

Atlantic Region REN Projects and Coordination Branch 381 Elden Street MS-HM-1328 Herndon, VA 20170	Gulf of Mexico Region GOMR Adjudication Section 1201 Elmwood Park Blvd MS 5420 New Orleans, LA 70123
Alaska Region Alaska Leasing Activities Section 3801 Centerpoint Dr. Suite 500 Anchorage, AK 99503-5823 907-334-5200	Pacific Region POCS Office of Leasing and Environment 770 Paseo Camarillo Camarillo, CA 93010 805-389-7837

Figure 2: BOEM Regional Contacts

TIMS Web Company

TIMS Web Company is a web-based business application that allows eligible companies/entities to electronically file **qualification** requests so that the Bureau of Ocean Energy Management (BOEM) can qualify the entity to do business on the Outer Continental Shelf (OCS).

Moreover, TIMS Web Company application enables BOEM qualified companies and BOEM approved Sureties to update and modify their respective company information via the **Maintain Company** function.

Change of Name, **Business Conversion** and **Merger** requests can also be created and submitted electronically to BOEM through TIMS Web Company application. TIM Web Company business processes are outlined [here](#).


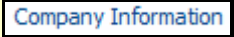

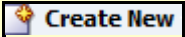
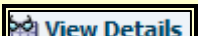



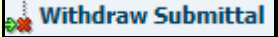
TIMS Web Company's **Workflow** is shown in [Appendix C](#).

Company Submittals page (i.e., **submittals list**) is the default screen displayed after an authorized user selects TIMS Web Company application. Functional tabs and buttons located at the top of submittals list page are **enabled** according to user's role and access rights established by his representative company.

Tabs and Buttons

The following table shows functional tabs and buttons on TIMS Web Company default screen: the Company Submittals page (i.e., submittals list).

TIMS Web Company - Industry User Guide

	TIMS Web Company default page, referred to as submittals list throughout this document. Shows all submittals for user's representative company.
	Displays company details, contacts, attachments, authorized officials, addresses, phone numbers and websites for user's representative company.
	Displays required and optional attachments for a Business Process selected by the user.
	Creates new request/submittal: <ul style="list-style-type: none"> • Maintain Company • Change of name • Business conversion • Merger
	Displays details of a selected submittal and allows user to edit the submittal if the submittal is in Draft status.
	Displays actions taken by Submitter for a selected submittal.
	Deletes a selected submittal permanently. Submittal must be in Draft status.
	Changes selected submittal to Draft status for editing. Selected submittal must be in Pending or eSign status.
	Cancels selected submittal and prevents modification and submission. Submittal must be in Return or Rework status. Withdrawn submittals can be viewed but cannot be deleted.

Business Processes

The following is a summary of the steps users can take to perform desired business processes. Please **visit** appropriate sections for **important** details not included in this summary.

Qualification	<ul style="list-style-type: none"> • Login as new company and select TIMS Web Company • Select New Qualification Request • Enter fields and click Create Request • Enter Contact Information and save • Designate Authorized Officials • Upload attachments • Validate and submit
Maintain Company	<ul style="list-style-type: none"> • Login • Select TIMS Web Company • Click Create New and select Maintain Company Request • Enter fields and click Create Request • Apply desired changes and save • Upload attachments • Validate and Submit
Change of Name / Business Conversion	<ul style="list-style-type: none"> • Login • Select TIMS Web Company • Click Create New and select Change of Name Request or Business Conversion • Enter fields and click Create Request • Click Affected Bonds and select Create Bond Riders. This step does not apply to Business Conversion without Principal name change • Apply bond rider signatures • Update contacts/authorized officials (if desired) • Upload attachments • Validate and Submit
Merger	<ul style="list-style-type: none"> • Login • Select TIMS Web Company • Click Create New and select Merger Request • Select Merging Company • Enter fields and click Create Request • Click Affected Bonds • Click DOO Attachments and upload DOO attachments • Click Bond Riders for Name Change – This step does not apply if surviving company does not change name • Create new bond (if applicable) – Click appropriate option: 2028, 2028a, 2030, 0005 • Create other financial assurances (if desired)– Click desired option: Indemnity/Trust Agreement, Insurance Policy, Certificate of Deposit, Investment Grade Securities • Click Bond Rider (Assumption of Liabilities, Increase/Decrease Bond Amount) if applicable/desired • Click Cancel/Terminate Merging Company Bonds • Apply signatures to all bonding requests • Update contacts/authorized officials (if desired) • Upload attachments • Validate and Submit

Submittals List

Company Submittals page (i.e., submittals list) is TIMS Web Company's default screen.

To view submittals list **Login** TIMS Web and select **TIMS Web Company**. Submittals list is displayed. A sample screen is shown.

Company Submittals | Company Information | Requirements

Create New View Details View Submittal History Delete Submittal Recall Submittal Withdraw Submittal

Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
2107103	fg	00276	ExxonMobile Corp	6/27/2012	Draft	6/27/2012	Change of Name
2105683	adfbdbadfa	00276	ExxonMobile Corp	6/27/2012	Draft	6/27/2012	Company Merger
2104738	01103 EOG Resources	00276	ExxonMobile Corp	6/25/2012	Preapproved	6/26/2012	Company Merger
2104592	jsd 3	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Business Conversion
2104000	con test edms relats jsd	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Change of Name
2103400	test mrg relationship edms	00276	ExxonMobile Corp	6/22/2012	Approve	6/25/2012	Company Merger
2100392	Report Change Deny jsd	00276	ExxonMobile Corp	6/15/2012	Deny	6/15/2012	Company Merger
2100227	Report Change withdrawn	00276	ExxonMobile Corp	6/15/2012	Withdrawn	6/18/2012	Company Merger
2099408	test con jsd 7	00276	ExxonMobile Corp	6/15/2012	Approve	6/15/2012	Change of Name
2098559	report change BCON CON	00276	ExxonMobile Corp	6/13/2012	Approve	6/14/2012	Business Conversion
2098270	report change2	00276	ExxonMobile Corp	6/12/2012	Approve	6/21/2012	Company Merger
2097975	Report change	00276	ExxonMobile Corp	6/11/2012	Draft	6/11/2012	Company Merger
2097360	exxon 02766	00276	ExxonMobile Corp	6/7/2012	Deny	6/8/2012	Company Merger
2096700	xc xZ	00276	ExxonMobile Corp	6/6/2012	Withdrawn	6/7/2012	Company Merger
2095824	03010.3	00276	ExxonMobile Corp	6/6/2012	Deny	6/6/2012	Company Merger

Associated Bond Requests

Submittal ID	Submittal Name	Submittal Status Date	Submittal Status	Submittal Type	Collateral Number
2107299	CON 2107103- 11	6/27/2012	Draft	Bond Rider - CON	314159
2107291	CON 2107103- 10	6/27/2012	Draft	Bond Rider - CON	G00018
2107283	CON 2107103- 9	6/27/2012	Draft	Bond Rider - CON	P00315exx
2107275	CON 2107103- 8	6/27/2012	Draft	Bond Rider - CON	314159

Figure 3: Submittals List

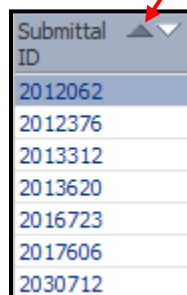
Submittals list is filtered according to user's role and privileges. The system enables only the functions user is authorized to perform.

The width of columns on the submittals list can be adjusted. To adjust the width of a column, with your mouse pointer, hover over the vertical line separating two columns until you see the crosshair. The red arrow in the preceding figure shows the vicinity the mouse pointer should hover over. Left-click the mouse and drag the vertical line to the right or to the left without releasing the left-click.

Once a submittal is selected by the user, all bonding requests associated with selected submittal will be listed under **Associated Bond Requests**.

Sort Submittals List

To sort submittals list in ascending or descending order, hold the mouse pointer over a column label. Two triangles are displayed, as identified below by red arrow.



Click appropriate triangle to sort the items in the column in ascending or descending order.

Filter Submittals List

Submittals list can be filtered by Submittal ID, Submittal Name, Submittal Status and Submittal Type. Entry fields for Submittal ID and Submittal Status are traced out in red in Figure 4.

Create New View Details View Submittal History Delete Submittal Recall Submittal Withdraw Submittal							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
2104738	01103 EOG Resources	00276	ExxonMobile Corp	6/25/2012	Preapproved	6/26/2012	Company Merger
2104592	jsd 3	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Business Conversion
2104000	con test edms relats jsd	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Change of Name
2103400	test mrgr relationship edms	00276	ExxonMobile Corp	6/22/2012	Approve	6/25/2012	Company Merger
2100392	Report Change Deny jsd	00276	ExxonMobile Corp	6/15/2012	Deny	6/15/2012	Company Merger
2100227	Report Change withdrawn	00276	ExxonMobile Corp	6/15/2012	Withdrawn	6/18/2012	Company Merger
2099408	test con jsd 7	00276	ExxonMobile Corp	6/15/2012	Approve	6/15/2012	Change of Name
2098559	report change BCON CON	00276	ExxonMobile Corp	6/13/2012	Approve	6/14/2012	Business Conversion
2098270	report change2	00276	ExxonMobile Corp	6/12/2012	Approve	6/21/2012	Company Merger
2097975	Report change	00276	ExxonMobile Corp	6/11/2012	Draft	6/11/2012	Company Merger
2097360	exxon 02766	00276	ExxonMobile Corp	6/7/2012	Deny	6/8/2012	Company Merger
2096700	xc xZ	00276	ExxonMobile Corp	6/6/2012	Withdrawn	6/7/2012	Company Merger
2095824	03010.3	00276	ExxonMobile Corp	6/6/2012	Deny	6/6/2012	Company Merger
2095243	03010.2	00276	ExxonMobile Corp	6/6/2012	Deny	6/6/2012	Company Merger
2093425	03010	00276	ExxonMobile Corp	6/4/2012	Withdrawn	6/6/2012	Company Merger
Associated Bond Requests							
Submittal ID	Submittal Name	Submittal Status Date	Submittal Status	Submittal Type	Collateral Number		
2104965	term6195975	6/26/2012	Preapproved	Bond Termination	6195975		
2104957	term6196050	6/26/2012	Preapproved	Bond Termination	6196050		
2104949	MRGR 2104738- 11	6/26/2012	Preapproved	Bond Rider - CON	314159		
2104941	MRGR 2104738- 10	6/26/2012	Preapproved	Bond Rider - CON	G00018		
2104933	MRGR 2104738- 9	6/26/2012	Preapproved	Bond Rider - CON	P00315exx		
2104925	MRGR 2104738- 8	6/26/2012	Preapproved	Bond Rider - CON	314159		
2104917	MRGR 2104738- 7	6/26/2012	Preapproved	Bond Rider - CON	314159		

Figure 4: Filter Submittals List

To filter a non-numeric field, type the complete word in the appropriate entry field then press **Enter**. The list will be filtered accordingly. If only partial value is known, type the partial value between percent signs: %partial name%. The filter is **case sensitive**.

To filter a numeric field, type the complete value in the appropriate entry field and press **Enter**. If complete numeric value is not known, type the partial value between percent signs: %partial number%. Press **Enter**.

To filter the **Date Created** and **Status Date** fields, user must enter the complete date. The entered date must have the same format as those displayed in Figure 4.

Draft Status

A **Draft** submittal is a request initiated by the user, but not yet submitted to BOEM. User with appropriate role can view, edit or delete submittals in Draft status.

To **delete** a submittal in Draft status, see [Delete Submittals](#).

Pending Status

A **Pending** submittal is a request submitted to BOEM but not yet received by BOEM. User with appropriate role can view a submittal in Pending status. A submittal cannot be edited while in Pending status.

A Pending submittal can be **recalled** by user with appropriate role. See [Recall Submittals](#). Once recalled, the submittal is updated to Draft status. User can edit the submittal in Draft status.

Returned/Rework Status

A submittal in **Returned** status is a request returned to the Submitter due to discrepancies. User must address Reviewer Comments before resubmitting the request to BOEM.

After suggested changes are made, the submittal can be validated and resubmitted to BOEM. Upon submission, the system updates the submittal to Resubmit status.

Approve Status

A submittal in **Approve** status is a request approved by BOEM. User with appropriate role can view approval documents for submittals in Approve status.

Approval documents include qualification card and approval letter. Qualification card and approval documents are in Read Only format.



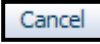
Deny Status

A submittal in **Deny** status is a request denied by BOEM. User with appropriate role can view Reviewer Comments and attachments for a submittal in Deny status.

Recall Submittals

User with appropriate role can recall a submittal. Only submittals in Pending or Resubmit status can be recalled.

To **recall** a submittal **Login** TIMS Web and click **TIMS Web Company**. Submittals list is displayed.

Select the submittal you wish to recall and click . Click  to confirm or click  to cancel the Recall.


Upon confirmation, submittals in Pending status are updated to Draft status and submittals in Resubmit status are updated to Rework status.

User can edit the submittal in Draft/Rework status and resubmit the request to BOEM. Alternatively, user can **delete** the submittal. See [Delete Submittals](#).

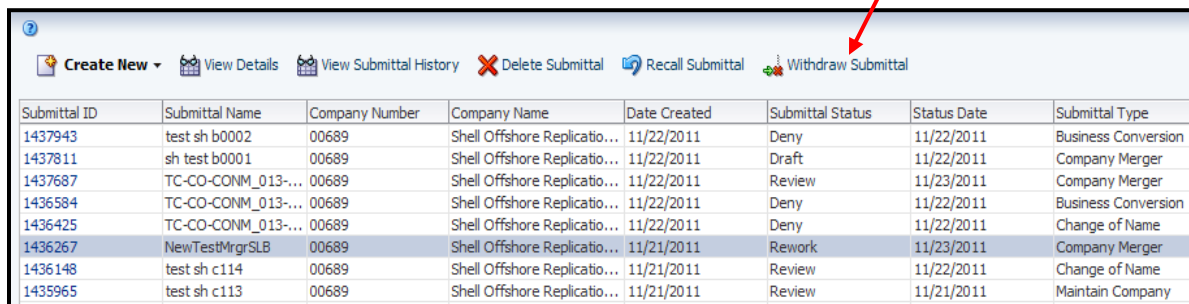
Withdraw Submittals

Requests in Returned and Rework status can be withdrawn by users with appropriate role. Withdrawing a request cancels the request and **prevents** it from being modified or resubmitted. Once a request is withdrawn, user can only view the request. A withdrawn request **cannot** be deleted.

To withdraw a request in Returned or Rework status, **Login** TIMS Web and select **TIMS Web Company**.




From the displayed submittals list, select the request to be withdrawn and click  **Withdraw Submittal**. The system displays a message if the selected request is not in Returned or Rework status and cannot be withdrawn.

Location of the  **Withdraw Submittal** button is indicated.



Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
1437943	test sh b0002	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1437811	sh test b0001	00689	Shell Offshore Replicatio...	11/22/2011	Draft	11/22/2011	Company Merger
1437687	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Review	11/23/2011	Company Merger
1436584	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1436425	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Change of Name
1436267	NewTestMgrSLB	00689	Shell Offshore Replicatio...	11/21/2011	Rework	11/23/2011	Company Merger
1436148	test sh c114	00689	Shell Offshore Replicatio...	11/21/2011	Review	11/22/2011	Change of Name
1435965	test sh c113	00689	Shell Offshore Replicatio...	11/21/2011	Review	11/21/2011	Maintain Company

Figure 5: Withdraw Submittal

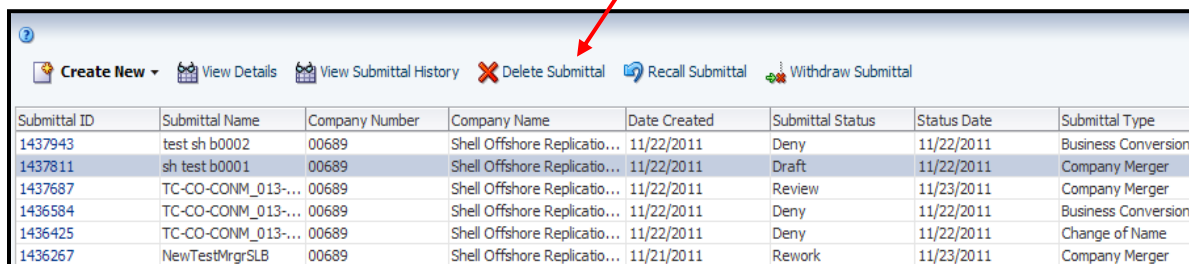
Upon clicking  **Withdraw Submittal**, user is prompted to confirm the action. Click  **OK** to confirm or click  **Cancel** to cancel the action. Upon user's confirmation, the system updates the request to Withdrawn status.

Delete Submittals

A submittal in Draft status can be deleted by the user with appropriate role.

To delete a submittal **Login** TIMS Web. Select **TIMS Web Company**.

Select the submittal to be deleted, then click  **Delete Submittal**.



Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
1437943	test sh b0002	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1437811	sh test b0001	00689	Shell Offshore Replicatio...	11/22/2011	Draft	11/22/2011	Company Merger
1437687	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Review	11/23/2011	Company Merger
1436584	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1436425	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Change of Name
1436267	NewTestMgrSLB	00689	Shell Offshore Replicatio...	11/21/2011	Rework	11/23/2011	Company Merger

Figure 6: Delete Submittal


User is prompted to confirm the deletion. Click  to confirm or click  to cancel the deletion.

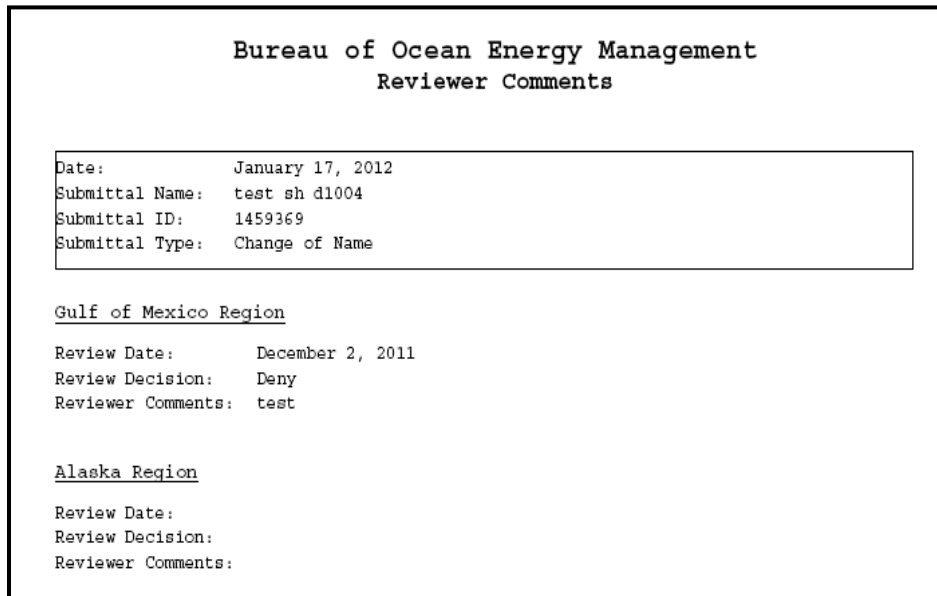
View Reviewer Comments

User with appropriate role can view reviewer comments for submittals in Returned or Rework status.

To view Reviewer's comments, **Login** TIMS Web. Click **TIMS Web Company**.

Select the desired submittal and click . Alternatively, click the appropriate **Submittal ID** link.

Click the  button. The system displays Reviewer's comments (if any) in Read Only format. A sample is shown.



Bureau of Ocean Energy Management
Reviewer Comments

Date:	January 17, 2012
Submittal Name:	test sh d1004
Submittal ID:	1459369
Submittal Type:	Change of Name

Gulf of Mexico Region

Review Date:	December 2, 2011
Review Decision:	Deny
Reviewer Comments:	test

Alaska Region

Review Date:	
Review Decision:	
Reviewer Comments:	

Figure 7: Reviewer Comments

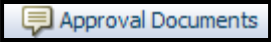
User must modify the request according to Reviewer's suggestions and resubmit the request to BOEM.

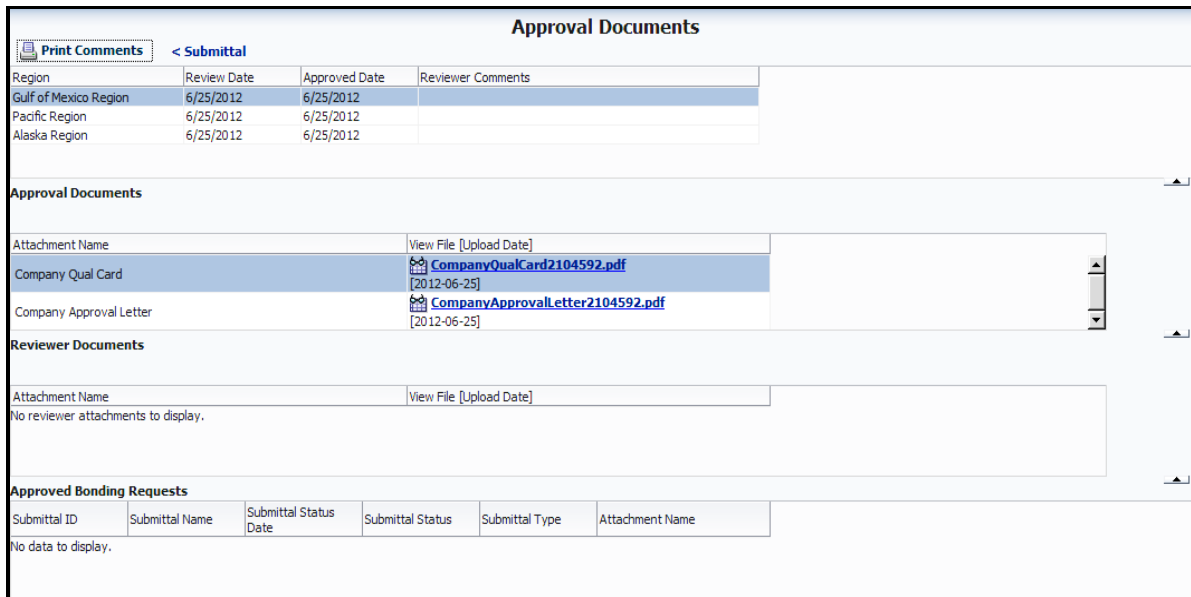
View Approval Documents

Only users with appropriate role may view approval documents for an approved request.

Login TIMS Web. Select **TIMS Web Company**. Submittals list is displayed. User can filter the list for submittals in Approve status. See [Filter Submittals List](#).

Select desired submittal and click . Alternatively, click the appropriate **Submittal ID** link. Selected submittal is displayed.

To view approval documents click the  button. The system displays Approval Documents page. A sample is shown.





Approval Documents

[Print Comments](#) < Submittal

Region	Review Date	Approved Date	Reviewer Comments
Gulf of Mexico Region	6/25/2012	6/25/2012	
Pacific Region	6/25/2012	6/25/2012	
Alaska Region	6/25/2012	6/25/2012	

Approval Documents

Attachment Name	View File [Upload Date]
Company Qual Card	 CompanyQualCard2104592.pdf [2012-06-25]
Company Approval Letter	 CompanyApprovalLetter2104592.pdf [2012-06-25]


Reviewer Documents

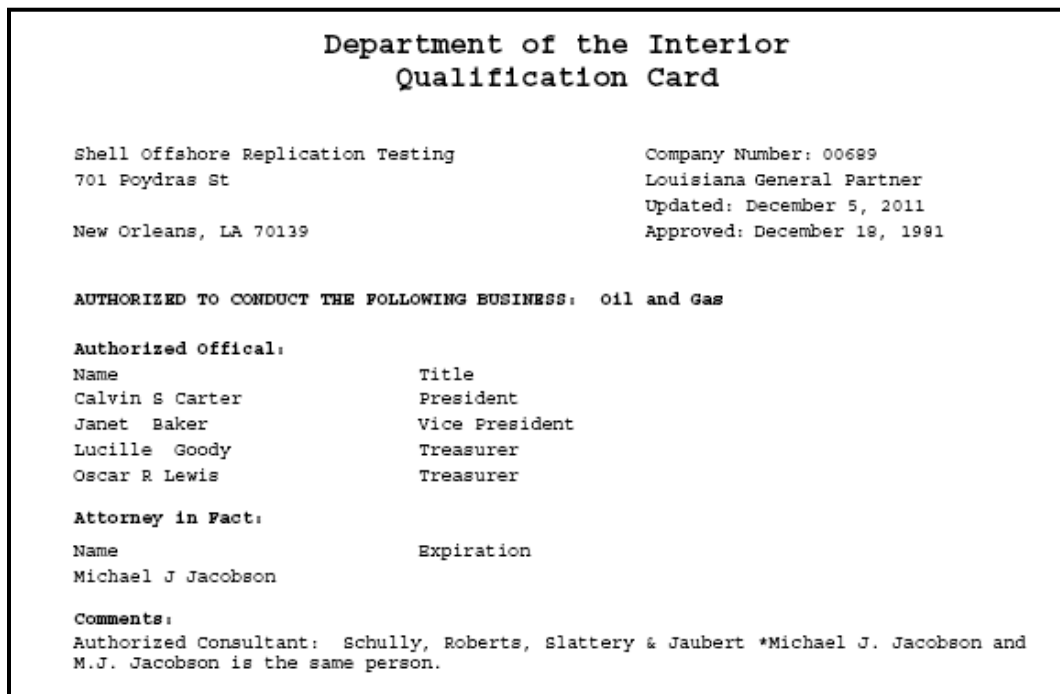
Attachment Name	View File [Upload Date]
No reviewer attachments to display.	

Approved Bonding Requests

Submittal ID	Submittal Name	Submittal Status Date	Submittal Status	Submittal Type	Attachment Name
No data to display.					

Figure 8: Approval Documents

Company qualification card (if any) can be viewed by clicking the corresponding  button located in Approval Documents panel. A sample of qualification card is shown below.



**Department of the Interior
Qualification Card**

Shell Offshore Replication Testing 701 Poydras St New Orleans, LA 70139	Company Number: 00689 Louisiana General Partner Updated: December 5, 2011 Approved: December 18, 1991
---	--

AUTHORIZED TO CONDUCT THE FOLLOWING BUSINESS: Oil and Gas

Authorized Official:


Name	Title
Calvin S Carter	President
Janet Baker	Vice President
Lucille Goody	Treasurer
Oscar R Lewis	Treasurer

Attorney in Fact:

Name	Expiration
Michael J Jacobson	

Comments:
 Authorized Consultant: Schully, Roberts, Slattery & Jaubert *Michael J. Jacobson and M.J. Jacobson is the same person.

Figure 9: Qualification Card

To view and print approval letter (if any) click the corresponding  button located in Approval Documents panel. A sample of approval letter is shown.

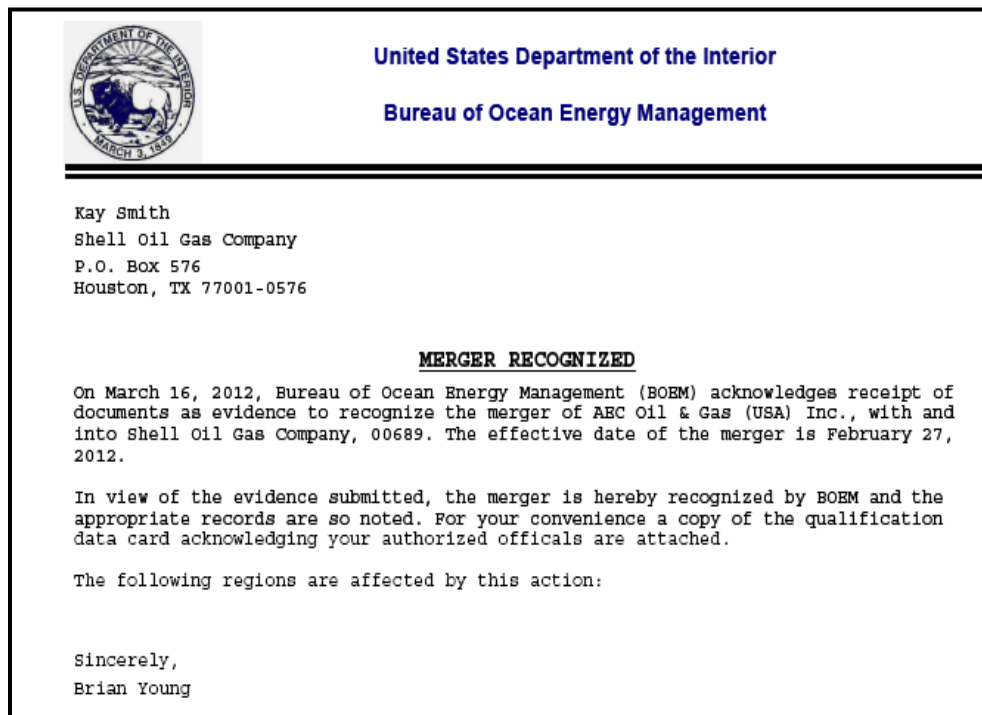


Figure 10: Approval Letter

Required Documents


Qualification Requests

To view required documents for qualifying an entity by company type, **Login** TIMS Web as **new** company.

Select **TIMS Web Company** and click the **Qualification Requirements** tab.

Select **company type**. Required and optional documents for selected company type are displayed. The list will not appear until user selects a company type. A sample screen is shown.



Please select a company type: Corporation

 Print Requirements

The following documents are required for submitting a new company qualification request:

	Document	Document Description
Required	Corporation Name	Copy of the Certificate of Incorporation from the Office of the Secretary of the State of incorporation stating the name of the corporation exactly as it must appear on all legal documents, certified by the Secretary of the corporation.
Required	Holder Authorization	Statement identifying the State in which the corporation is incorporated and declaring the corporation is authorized to hold leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation.
Required	Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.
Required	Incumbency Certificate	Certificate of Incumbency listing the officials names and titles, authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.
Optional	Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
Optional	MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
Optional	MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Figure 11: Qualification Requirements

- To print requirements list to local printer, select the  **Print Requirements** button and click  **Print Requirements**.
- To upload required and optional files, see [Upload Attachments](#).
- To return to previous page click the **Qualification Submittals** tab.
- Please refer to [Appendix B](#) for all company types.

Other Requests

To view a list of required and optional attachments for maintain company (i.e., company update), change of name, business conversion or merger requests, **Login** TIMS Web as an **existing** company.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the appropriate **Business Process**. For Business Conversion option, select a **Conversion Type** from the drop-down list.

The displayed screen shows the required and optional documents for selected business type. A sample screen is shown.

Business Process: ☐ Qual Update ☐ Change of Name ☒ Business Conversion ☐ Merger **Regional Contacts** **Print Package**

Requirements **Leases/ ROWs/ RUEs** **Affected Bonds**

Print Requirements

Please Select a Conversion Type: Business Conversion to General Partnership

The following documents are required for submitting a business conversion:

	Document	Document Description
Required	Conversion Certificate	A Certificate of Conversion including the Certificate of the Secretary of State that evidences filing of the conversion documents, certified by the Secretary of the partnership.
Required	State Certificate	Notification indicating the effective date of the conversion.
Required	Partnership Certificate	Certificate of Partnership and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Required	Partnership Agreement	Partnership Agreement and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Required	Holder Authorization	Statement indicating the State in which the partnership is registered or formed and declaring that it is authorized to hold leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the partnership.
Required	General Partner Statement (GPS)	Statements from each General Partner of the partnership reflecting the following, as appropriate:
	GPS Corporation Statement	(a) If the General Partner is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation;
	GPS Partnership Statement	(b) If the General Partner is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the partnership;
	GPS Individual Statement	(c) If the General Partner is an individual, a statement of citizenship.
Required	Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the partnership.
Required	Incumbency Certificate	Certificate of Incumbency listing the officials names and titles, authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary or the Assistant Secretary of the partnership. NOTE: Specimen signatures are not required; however any subsequent documents submitted must be executed exactly as the name appears on this certificate.
Optional	Power of Attorney	Authorization of individuals to execute specific documents on behalf of the company.
	MMS 2032 Equal Opportunity	

Figure 12: Requirements for Business Processes

- To print the list of requirements to local printer, click the **Print Requirements** button.
- To upload required and optional files, see **Upload Attachments**.
- To return to submittals list, click the **Company Submittals** tab.
- Please refer to **Appendix B** for all company types.

Upload Attachments

- Only users with appropriate role may attach documents on behalf of their representative company.
- All required attachments must be uploaded **prior** to submitting the request to BOEM.
- All attachments must be in **PDF** (Portable Document Format).

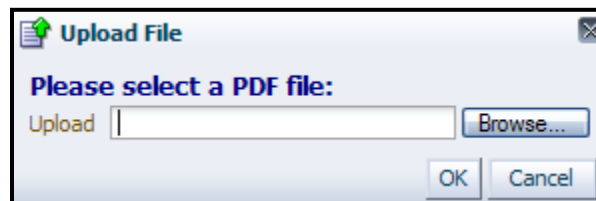
Login as a new **or** existing company, as appropriate, and click **TIMS Web Company**. Select desired submittal and click **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the **Attachments** tab. The displayed window lists all required and optional attachments. A sample screen is shown.

	Attachment Name	View File [Upload Date]	Upload File	Add Multiple Files	Delete
* Required	Partnership Certificate				
* Required	Partnership Agreement	Print Submittals.pdf [07/02/2012]			
* Required	General Partner Statement (GPS)				
* Required	Certificate of Ownership or Merger Agreement				
Optional	MMS 2033 Equal Opportunity Compliance Report Certification				
* Required	State Certificate				
* Required	Holder Authorization				
* Required	Resolution				
* Required	Incumbency Certificate				
Optional	Power of Attorney				

Figure 13: Upload Attachments

To upload an attachment, click the corresponding button. User is prompted to select a PDF file.



Click to search your local drive for the file to upload. Once the desired file is located, click the button.

To **delete** an attachment, click the corresponding button. Click to confirm the deletion.


To **view** an attachment, click the button corresponding to the attachment you wish to view.

Supplemental Attachments


- Supplemental Attachments are those the user elects to attach.
- **Only** attachment names provided by the user can be altered.
- User defined attachment names **cannot** be altered **after** submission to BOEM.



To upload Supplemental attachments, click . User is prompted to enter the attachment name.

Enter desired attachment name and click . Attachment name must be unique. If user enters a name that already exists in the Attachment Name column, the system displays an appropriate message. User may click the corresponding button to browse his local drive to upload desired file.

User can **change/edit** supplemental **attachment name** by clicking the corresponding  button. Upon clicking, user is prompted to enter the new attachment name.

Multiple Uploads

Based on company type, multiple supplemental attachments may be uploaded under a common category. These are indicated by .

To upload documents under a common category, click the  button. Category's name is provided by the system. User must enter a unique name and click .

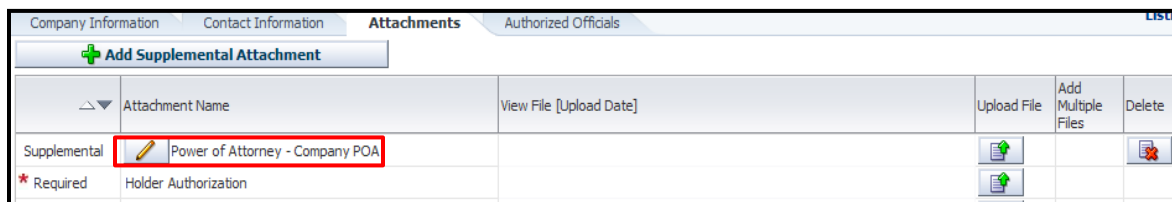
User's entry is automatically **appended** to the category's name and a **new** label is created by the system. The new label will appear under Attachment Name. The appropriate document can be uploaded under the new label.




In the sample below, user has entered **Company POA** and the category name is **Power of Attorney**, identified by pink oval.



Figure 14: Multiple Upload

The new label “**Power of Attorney-Company POA**” is traced out in red in the following picture.



To upload a document under the new label, click the corresponding  button and click  to locate desired document in your local drive. Once the document is located, click the  button.

Multiple new labels can be created in similar fashion.

Qualification

Companies and individuals wishing to do business on the Outer Continental Shelf (OCS), whether requiring a lease interest directly from the United States at a lease sale or through assignment from a current lessee, must be **qualified** as an OCS lessee. Leases may be held only by:

- United States citizens.
- Aliens lawfully admitted for permanent residency in the United States.
- Private, public or municipal corporations organized under the laws of the United States or of any state or the District of Columbia or territory thereof.
- Associations of such citizens, nationals, resident aliens or private, public or municipal corporations, states, or political subdivisions of states.

TIMS Web Company application allows eligible entities to electronically file a qualification request along with all required documents, in advance of anticipated transactions, so that BOEM can review and accept submitted documents and qualify the entity to do business on the OCS.

Part of the qualification process is to assign to the entity a **Company Number** that can be used with any BOEM and BSEE offices for data processing and managing information about entity's operating rights in leases, rights-of-way (ROW) or records of interest.

Initiate Qualification Request

- Only users with appropriate role may initiate a new qualification request on behalf of their representative company.
- To view required and optional documents, see [Required Documents](#).

Login TIMS Web as a **new** company and select **TIMS Web Company**. Click [New Qualification Request](#). The displayed page is shown.

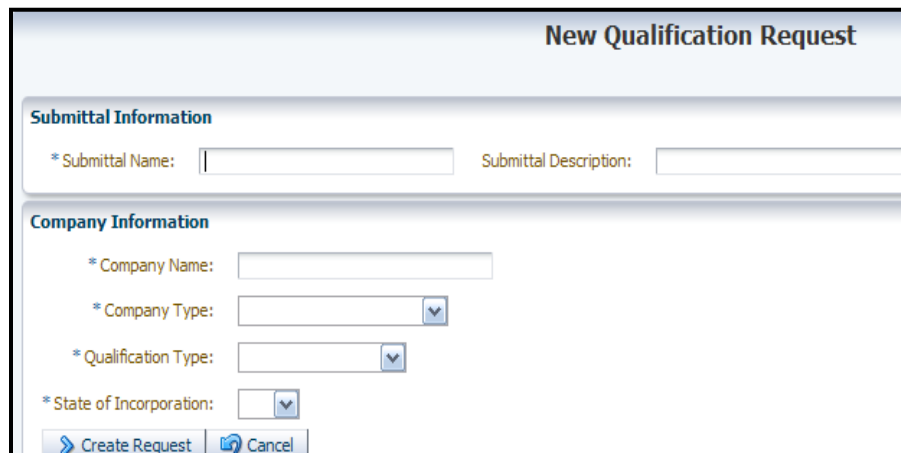



Figure 15: New Qualification Request

Enter **Submittal Name** and Submittal Description in designated fields. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique. Required fields are indicated by an asterisk (*).




Type **Company Name**. Company Name must be unique to BOEM and the spelling, upper or lower case and punctuation must match exactly the name that appears on business records and required documents. If a company or business name does not match exactly, it may cause the request to be returned.


Select **Company Type**, **Qualification Type** and **State of Incorporation** from the drop-down list.

Click . The system creates a **Submittal ID** and links it to Submittal Name and saves the request in Draft status.

The displayed Company Qualification Request page is shown.

Figure 16: Company Qualification Request

To enter company's address, click the **Addresses(0)** tab then click . Type your entries in the designated fields and click . At least **one** address must be entered. Select Country from the list and click . If more than one address is entered, user **must** indicate one as primary address.

To add company's phone number, click **Phone Numbers(1)** then click . Enter company Phone Number and Phone Type in the designated fields. At least **one** phone number must be entered. If more than one phone number is entered, user **must** indicate one as primary phone number.

To enter websites for your company, click the **Websites(0)** tab then click **Add**. Type company website in the space provided. If more than one website is entered, user **must** indicate one as primary website. Entering websites is optional.

Click **Save** after each new entry or after all entries. Click **Cancel** to cancel unsaved entries. Click **Delete** to delete selected entries.

Additions/alterations can be made while the request is in Draft status. No changes can be made to company's data while the request is in Pending or Review status. Requests in Pending status can be edited **after** being recalled first. See [Recall Submittals](#).

Enter Contact Information

Select **Contact Information** tab on Company Qualification Request page. The system displays Contact Information panel shown in Figure 17.




To enter contact's information click the **Add** button. Enter **First Name** and **Last Name**. Prefix, Middle Initial, Suffix and Title are optional fields. By default, all BOEM regions (Pacific, Gulf, Atlantic, and Alaska) will be selected for the contact. User may un-select regions as appropriate. Click **Save** to save entries.

- At least **one** contact must be entered.
- At least **one** region must be selected for each contact.

Figure 17: Contact Information

To enter Addresses, Phone Numbers and Emails for each contact, click the appropriate tab then click **Add**. Type the information in the designated field. Some fields can be selected from drop-down menus.

Multiple addresses, phone numbers, and emails may be added for each contact. However, one address, phone number and email must be indicated as **primary**.

Entries can be saved any time by clicking . Clicking the  button deletes the selected entry. Unsaved entries will be cancelled by clicking the  button.

Address, Phone Number, Websites fields can be sorted in ascending/descending order. To learn more, see [Sort Submittals List](#).

Changes can be made while the qualification request is in Draft status. No changes can be made while the request is in Pending or Review status. Requests in Pending status can be edited **after** they are recalled. See [Recall Submittals](#).

Create Titles

- Authorized Officials are individuals designated to electronically sign (i.e., eSign) bonding documents on behalf of representative company.
- Prior to designating Authorized Officials, titles must be created for the official. Only user with appropriate role can create titles for designated officials.

To create new title, select the  tab on Company Qualification Request page. Roles and Titles panel (traced out in red) will be displayed. A sample screen is shown.



The screenshot shows the 'Company Qualification Request' interface. The 'Authorized Officials' tab is selected. The 'Roles and Titles' panel is highlighted with a red border. It contains a table with columns for roles and titles, and a 'New' button circled in red. The 'Authorized officials' panel shows a list of officials, with 'Richard Feynman' selected. The 'Attorney In Fact' panel is also visible.

Prefix	First Name	Middle Initial	Last Name	Suffix	Expiration Date
No data to display.					

Roles and Titles	CEO
3rd Party Guarantees	
Bids	
Bond Actions	
Business Conversions	
Designation of Operators	*
Mergers	
Name Changes	*
New Leases	
Operating Rights Assignments	*
Pipeline Assignments	
Record Title Assignments	
Relinquishments	
Treasury Notes	
Trust Agreements	

Figure 18: Roles and Titles

In Roles and Titles panel click the  button. The New Title window, shown in Figure 19, is displayed.

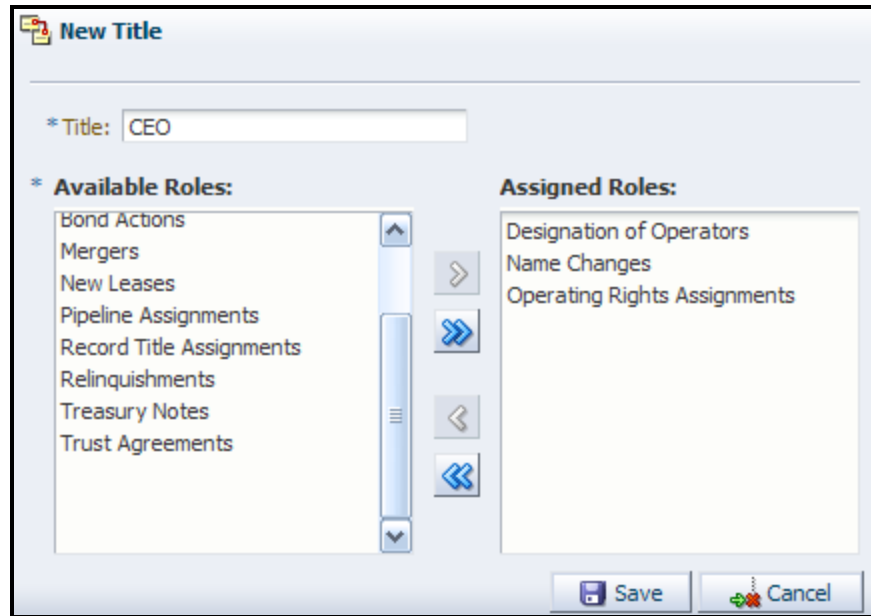





Figure 19: New Title

Type the desired **Title** in the designated field and save the entry by clicking the  **Save** button. The title must be unique. The system displays an error message if the new title already exists.



Assign Roles to Title

To assign roles to an existing title, in New Title window (see Figure 19), select an item in Available Roles column and click the  button to move the item to the Assigned Roles column.



Multiple items can be selected. See [How to Select Multiple Items](#).

The title **assumes** all the roles listed in **Assigned Roles** column. Role assignment can be reversed by clicking . At least one role must be assigned to a title.

Click  **Save** to save selections, or click  **Cancel** to exit the New Title window.

Clicking  assigns all available roles to the title. Clicking  reverses the action.

- The asterisks (*) indicate titles' associated roles. In the sample shown in Figure 18, the CEO has the eSign role for the following: Designation of Operators, Name Changes and Operating Rights Assignments.
- The signature role is established in advance by user's company.
- Roles are compiled by BOEM Adjudication Unit according to company's business needs.

- To **edit** titles, click the  **Edit** button located in the Roles and Titles panel. For complete information see [Edit Title Associations](#).
- To **delete** a title, click the  **Delete** button located in the Roles and Titles panel. For complete information see [Delete Existing Title](#).

Designate Authorized Officials

- Authorized officials can eSign documents on behalf of their representative company.
- At least **one** authorized official must be indicated by the user.
- **Individual** entity types are **not** required to provide authorized officials.

To enter official's information, click the  **New** button located in Authorized Officials panel (traced out in blue). The button is identified by blue oval in Figure 18.

Upon clicking, the Authorized Officials window is displayed. A sample is shown.

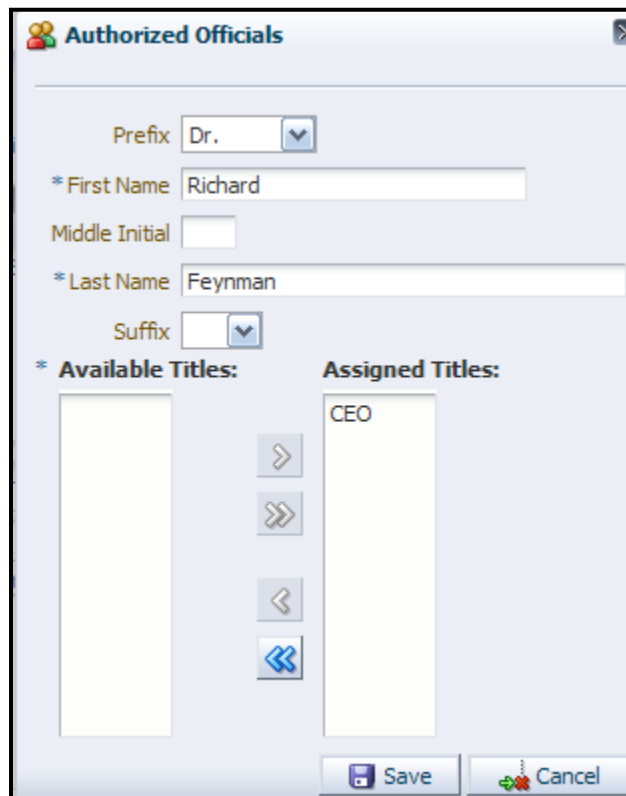








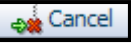
Figure 20: Authorized Officials

Enter **First Name** and **Last Name** of the intended official. Prefix, Middle Initial, and Suffix are optional.

Select desired title from Available Titles column, and click . The official will **assume** all the titles under **Assigned Titles** column. Clicking  reverses the action.

Multiple titles can be assigned to the designated official. See [How to Select Multiple Items](#). The  button assigns **all** available titles to the official. The  button reverses the action.



Click  to save selection.

- To **edit**, select official's name and click the  button located in the Authorized Officials panel. For more information see [Update Authorized Officials](#).
- To **delete**, select official's name and click the  button located in the Authorized Officials panel. User must confirm the deletion.
- To exit the window click .

Attorney-in-Fact

- A company may designate an agent, allowing him to perform business transactions on behalf of the company.
- Attorney-in-Fact is a designated agent that can operate, under a Power of Attorney, to represent the company in any transaction.
- The Power of Attorney document determines the extent of agent's execution powers.
- The agent's representation **terminates** on the Power of Attorney's expiration date.
- Adding an Attorney-in-Fact is optional.
- If an Attorney-in-Fact is entered, a **valid** Power of Attorney must be provided as a **required** attachment.
- At least **one** Power of Attorney is required if multiple attorneys in fact are entered.

To **add** an Attorney-in-Fact, click the  button located in the Attorney-in-Fact pane seen in Figure 18 (below blue rectangle).

Enter **First Name** and **Last Name** of the intended person. Other fields are optional. Click the  button to select the power of attorney's **Expiration Date**. Click .

Fields in the Attorney In Fact panel can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

- User's entries can be modified while the request is in Draft status.
- No alterations can be made to the Attorney-in-Fact information after the request has been accepted by BOEM.

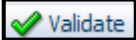
- The Attorney-in-Fact panel will show both active and Expired (past the expiration date) attorneys in fact.


Validate and Submit Qualification Request


- Qualification request must be validated **before** submission to BOEM.
- All attachments must have been uploaded **before** validation. See [Required Documents](#) and [Upload Attachments](#).
- User must have appropriate role to submit qualification request to BOEM.

Login TIMS Web as a **new** company. Click **TIMS Web Company**.

Select desired submittal and click  [View Details](#). Alternatively, click **Submittal ID** link.

To validate the request, click the  **Validate** button located at the top left of the Company Qualification Request page. If validation is successful, the system notifies user no errors have been found. An unsuccessful validation returns a listing of error messages. User must correct the associated data and retry the validation process.

Click the  **Submit** button. If submission is successful an appropriate message is displayed.

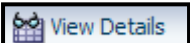
Click  **OK** to close the message box. The request is updated to Pending status. The qualification request cannot be altered while in Pending status. To modify a request in Pending status, see [Recall Submittals](#).

- Once the request is accepted by BOEM, the requesting company is assigned a **Company Number** and notified accordingly.
- Appropriate users can log on TIMS Web and view the approval documents. Approval documents include approval letter, qualification card and Reviewer's documents.

Edit Qualification Request

- User with appropriate role can edit a qualification request while the request is in Draft status.
- Requests in Returned/Rework status can also be modified.
- To edit requests in Pending status see [Recall Submittals](#).

To modify a qualification request in Draft or Returned/Rework status, **Login** as a **new** company. Click **TIMS Web Company** and select desired submittal from the list.

Click  [View Details](#). Alternatively, click **Submittal ID** link. Company Qualification Request page is displayed.

[Update/edit Addresses](#) if desired. Click the corresponding tab.

[Update/edit Phone Numbers](#) if desired. To edit click the corresponding tab.


[Update/edit Website](#) if desired. To edit click the corresponding tab.

[Update/edit Contacts](#) if desired. To edit, click the corresponding tab.

[Update/edit Authorized Officials](#) if desired. To edit, click the corresponding tab.

To update attachments, see [Update Attachments](#).

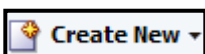
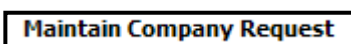
Fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

Once desired changes are made, click the  button. The completed request must be validated and submitted to BOEM.

Maintain Company

- Users representing BOEM **qualified** companies can modify their company's data.
- Changes made by the user are not effective until approved by BOEM.
- BOEM **approved** Sureties can also modify their company's data if desired.
- Only users with appropriate role can modify company's data.
- To change qualified company's **Type** see [Initiate Business Conversion Request](#).
- To change qualified company's **Name** see [Initiate Change of Name Request](#).

To initiate Maintain Company request, **Login** TIMS Web and select **TIMS Web Company**. Submittals list is shown.

Click  and select  option from the drop-down list.

Enter **Submittal Name** and Submittal Description. Submittal Name must be unique for submittal type. The system displays an appropriate message if Submittal Name is not unique. Submittal Description is optional.

If qualified company's Type or State of Incorporation is not available, user will be prompted to enter the data.

Click  to continue with the request or click  to return to previous page.


Upon clicking , the system displays Maintain Company Request page. Company Details is the default screen. A sample is shown.

Figure 21: Maintain Company Request

Update Addresses

To update company's addresses click the **Addresses** tab shown in Figure 21. At least **one** address is required. If there are multiple addresses, one must be indicated as the **primary** address.

Address fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To **delete** an existing address, select the address to be removed and click the **Delete** button. Confirm the deletion and click **Save**. A primary address **cannot** be deleted unless another address is selected as primary.

To **add** an address, click the **Add** button and type the new address in appropriate fields. Click **Save**.

To **edit** an address field, click on the field to be edited. Type over the old entry and click **Save**.



After **all** changes are complete, validate and submit the request.


Update Phone Numbers

To update company's phone numbers click the **Phone Numbers** tab located on Maintain Company Request page. At least **one** phone number is required. If there are multiple phone numbers, one must be indicated as the primary phone number.


Phone Numbers fields can be sorted in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To **delete** an existing phone number, select the number to be removed and click the **Delete** button. Confirm the deletion and click **Save**. A primary phone number **cannot** be deleted unless another is selected as primary.



To **add** a phone number, click the  button and type the new number in appropriate field. Click .



To **edit** a phone number, click on the number to be edited. Type over the old entry and click .


Update Website

To update websites for your company click the  tab located on Maintain Company Request page.

Websites fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

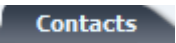
To **delete** an existing web address, select it and click the  button. Confirm the deletion and click .

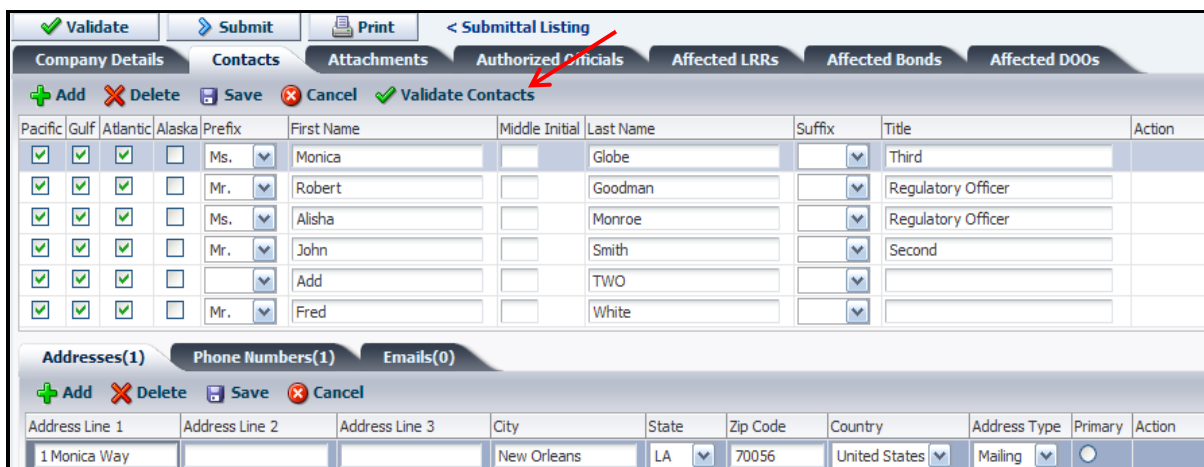
To **add** a web address, click the  button and type the new web address in appropriate field. Click .

To **edit** a web address, click on the text to be edited. Type over the old entry and click .

After **all** changes are complete, validate and submit the request.





Update Contacts

To update company's contacts, click the  tab located on Maintain Company Request page. A sample screen is shown.




Pacific	Gulf	Atlantic	Alaska	Prefix	First Name	Middle Initial	Last Name	Suffix	Title	Action
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ms.	Monica		Globe		Third	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr.	Robert		Goodman		Regulatory Officer	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ms.	Alisha		Monroe		Regulatory Officer	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr.	John		Smith		Second	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Add		TWO			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr.	Fred		White			

Addresses(1) **Phone Numbers(1)** **Emails(0)**



   



Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
1 Monica Way			New Orleans	LA	70056	United States	Mailing	<input type="radio"/>	



To find out which existing contacts have missing information, click the  button identified by red arrow in the preceding figure. In addition to the First Name and Last

Name, contact's Address and Phone Number are also **required**. If any of the required fields for a contact are missing, the system will display an appropriate message indicating the error. User must correct the error and save the new entries.

Contacts fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To **delete** an existing contact, select the contact to be removed and click the  button. Confirm the deletion and click .

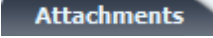
To **add** a contact, click the  button. By default all BOEM regions are selected which indicates the contact is national. **Unselect** the regions that are not applicable. Type the contact's **First Name** and **Last Name** in corresponding fields. Prefix, Middle Initial, Suffix and Title are optional fields. Click .



To enter Addresses, Phone Numbers and Emails for the contact, click the corresponding tabs then click . Type the information in designated field. Multiple addresses, phone numbers and emails may be added for the contact. Click .

To **edit** a field, click on the field to be edited. Type over the old entry and click .

After **all** changes are complete, validate and submit the request.

Update Attachments


To update qualified company's attachments, click the  tab located on Maintain Company Request page. Only user with appropriate role can update company's attachments.



Click  corresponding to the desired attachment. Browse local drive to locate the appropriate file. To upload supplemental attachments click the  button. See [Upload Attachments](#) for more information.


After **all** changes are complete, validate and submit the request.






Attachments fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.


Update Authorized Officials

To update qualified company's authorized officials, click the  tab. Only user with appropriate role can update company's authorized officials. At least **one** authorized official must be indicated.

To **delete** an authorized official, select the official and click the  button located in Authorized Officials panel (traced out in red in Figure 22). User is prompted to confirm the deletion. User may click the  button to cancel the deletion.

To **add** an authorized official, click the  button identified by red oval in Figure 22. Enter **First Name** and **Last Name** of the official. Prefix, Middle Initial, and Suffix are optional.

Select desired title from Available Titles column, and click  to place the selection in Assigned Titles column. The official will **assume** all the titles under **Assigned Titles**. Clicking  reverses title assignment. Multiple titles can be assigned to the designated official in similar fashion. The  button assigns all available titles to the official. The  button reverses the action. If the desired title is not listed under Available Titles, see **Create Titles**. Click .

To **assign new title** to an existing official or to **reverse** official's title assignment, select official's name in Authorized Officials panel and click the  button located in the same panel, as seen in Figure 22.

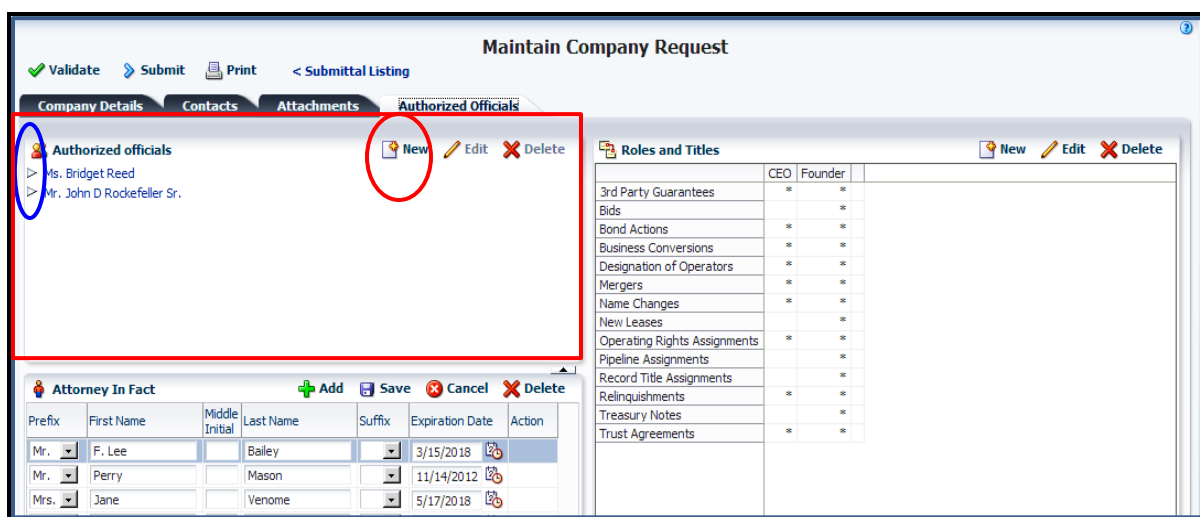






Figure 22: Modify Authorized Officials

The Authorized Officials window is displayed.


To **assign** another title to selected official, select desired title in the **Available Titles** column and click the  button.

To **reverse** official's title assignment, select appropriate title from the **Assigned Titles** column and click the  button. Click  to save the changes or click  to exit the window without saving.


Update Titles


Only user with appropriate role can perform the following title updates on behalf of his representative company.

Add New Title


To add **new** title, click the  button located in the Roles and Titles panel. Follow the steps described in [Create Titles](#).

Delete Existing Title


To **delete** an existing title, click the  button located in the Roles and Titles panel. User is prompted to select a title to delete.

Select desired title from the pull-down list. If selected title is **not** assigned to an existing authorized official, deletion is allowed. User must confirm the deletion. To cancel the deletion, click .

If selected title is assigned to one or more authorized officials do **one** of the following:

- Delete authorized official's name and try to delete the title again. See [Update Authorized Officials](#).
- Dissociate the title from the official and try to delete the title again. See Edit Title Associations.
- To view the titles assigned to an authorized official, click the  button (identified by blue oval in Figure 22) corresponding to the official's name.

Edit Title Associations

To **edit** an existing title's associations, click the  button located in Roles and Titles panel (see Figure 22). Upon clicking, the system displays the Edit Title window. A sample is shown.

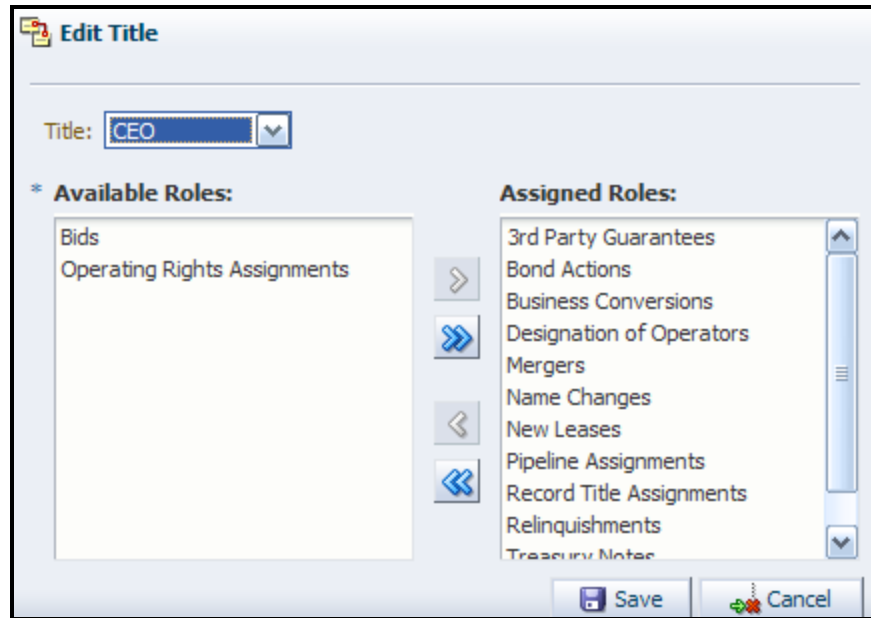


Figure 23: Edit Title

Select the title to be edited from the drop-down list.

To **associate** a role with the title, select the appropriate role from the **Available Roles** column and click . Click .

To **dissociate** a role from the title, select the appropriate role from the **Assigned Roles** column and click . Click . User must dissociate roles from **one** title and save the changes **before** trying to dissociate roles from another title.

To exit the window without saving, click .

When all changes are complete, validate and submit the request.


Validate and submit Maintain Company Request


- All attachments must have been uploaded **prior** to validation.
- Only user with appropriate role may validate/submit the request.

Login TIMS Web. Click **TIMS Web Company**.

Select desired request and click . Alternatively, click the appropriate **Submittal ID** link.

Click the button located at the top left of the displayed page. If validation is successful, the system notifies user no errors have been found. An unsuccessful validation displays a list of identified errors. User should correct the errors and retry the validation process.

To submit the request click the  button. The system acknowledges successful submission. If submission fails, reasons for failure are displayed. User must address the errors and submit the request again.

Upon successful submission, requests in Draft status are updated to Pending status and requests in Rework status are updated to Resubmit status. Click  to close the message box.

- Requests in Pending status cannot be altered. To modify a Pending request, see [Recall Submittals](#).
- Once the request is accepted by BOEM, the requesting company is notified by the system.

Edit Maintain Company Request

- User with appropriate role can edit a maintain company request while the request is in Draft status.
- Requests in Returned/Rework status can also be modified.
- To edit requests in Pending status see [Recall Submittals](#).
- Fields can be sorted in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To modify a request in Draft or Returned/Rework status, **Login** TIMS Web. Click **TIMS Web Company**. Select desired request from the list.

Click . Alternatively, click **Submittal ID** link. The appropriate page is displayed.

[Update/edit Addresses](#) if desired. Click the corresponding tab.

[Update/edit Phone Numbers](#) if desired. To edit click the corresponding tab.


[Update/edit Website](#) if desired. To edit click the corresponding tab.

[Update/edit Contacts](#) if desired. To edit, click the corresponding tab.

[Update/edit Authorized Officials](#) if desired. To edit, click the corresponding tab.

[Update/edit Titles](#) if desired.

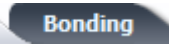
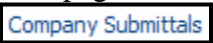
To update attachments, see [Update Attachments](#).

Once desired changes are made, click the  button. The completed request must be validated and submitted to BOEM.

Associated Bond Requests

Bonding requests must be submitted to BOEM along with a change of name, business conversion (with company name change) or merger request to ensure all bonds, leases, DOOs, ROWs and RUEs affected by the name change, conversion or merger properly reflect the respective changes.

Associated bond requests may include: New Bond, Bond Rider, Bond Cancellation/Termination and Recall Bond Riders.

All associated bonding requests **must** be initiated via **TIMS Web Company** application. Once necessary bond requests have been initiated, the  tab located at the top of the page allows user to arrive at bonding submittals list. User must select the  tab and follow the steps II through IV below to complete the bonding process.

Alternatively, you may complete the bonding process through **TIMS Web bonding** application on WebCenter Spaces page. See [Access TIMS Web Bonding](#).

A summary of bonding steps is presented below.


Step I: Create Associated Bond Requests

- To create bond requests associated with a **business conversion** with name change, see [Invoke Change of Name Bond Rider](#).
- To create bond requests associated with **change of name** request, see [Invoke Change of Name Bond Riders](#).
- To create bond requests associated with a **merger** see [Invoke Bond Processes](#).




Step II: Validate Associated Bond Requests for eSignature

- Only user with appropriate role can validate bond requests associated with business change of name or merger requests.
- All attachments required for the bond request must have been uploaded **prior** to validation. See [Upload Attachments](#).

To validate bond requests for eSignature, **Login** TIMS Web and click **TIMS Web Bonding**. Select the  tab.


Select the appropriate change of name/business conversion/merger request from the list. **Make sure** to click corresponding  button. All associated bond requests for the selection are displayed.


Select desired bond request and click the  **Details** button. The appropriate page is displayed.

Click the  **Validate for eSignature** button located at the bottom of the page. Click  to confirm or click  to abort the validation.

If validation fails, the system displays an appropriate message and lists reasons for the failure.

If validation is successful, the system updates the bond request to eSign status and notifies all required signatories that the request is ready to be signed.


Click  to return to bonding submittals.

Click the  **Submittal Listing** button located at the top of the screen to return to company's submittals list.

Step III: eSign Associated Bond Requests

- Bond requests must have been validated for electronic signature **prior** to signing.
- Only authorized signatories can sign the bond request.
- All attachments required for the bond request must have been uploaded. See [Upload Attachments](#).

Login TIMS Web and select **TIMS Web Bonding**. Click the  tab.

Select the appropriate change of name/business conversion or merger request from the displayed list. **Make sure** to click corresponding  button. All associated bond requests are displayed.

Select desired bond request and click the  **Details** button. The appropriate page is displayed.

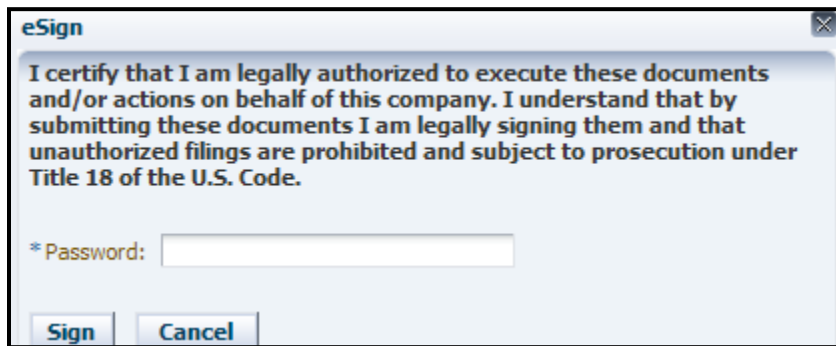
The E-Signature panel is located at the bottom of the page. User may have to **scroll down** to see the signature panel. A sample is shown.



The Electronic Signature Panel is a web form with a title bar that says "E-Signature(s)". It contains a green "eSign" button at the top right. Below the button, the form displays the following information: "Name of Principal: Shell Offshore Replication Test", "Signature of Person Executing for Principal:", "Name and Title:", "Principal Business Address:", "Address: P.O. Box 576", and "City: Houston State: TX Zip Code: 77001-0576".

Figure 24: Electronic Signature Panel


Click the  button.




The eSign dialog box is a small window with a title bar that says "eSign". It contains a text area with the following text: "I certify that I am legally authorized to execute these documents and/or actions on behalf of this company. I understand that by submitting these documents I am legally signing them and that unauthorized filings are prohibited and subject to prosecution under Title 18 of the U.S. Code." Below the text area is a password field labeled "* Password:". At the bottom of the dialog box are two buttons: "Sign" and "Cancel".

Enter your TIMS Web Password and click  or click  to abort signing.

Once the last required signature is applied, the request is updated to Prepending status.


Click  to return to bonding submittals.

Click the  button located at the top of the screen to return to company's submittals list.


Step IV: Review and Submit Associated Bond Requests



- All required signatures must have been applied.
- Only user with appropriate role may review and submit the bond request.

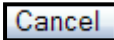

Login TIMS Web. Select **TIMS Web Bonding** and click the  tab.

Select desired change of name, business conversion or merger request from the displayed list. **Make sure** to click the corresponding  button to view associated bond requests.

Select desired bond request and click the  button. The appropriate page is displayed.

Click the  located at the bottom of the page. The corresponding Bond Submittal Report page is displayed. The report is in Read Only format. User may review and verify that the report is correct.



To submit the bond request, click the  button. Click  to confirm the submission.


If user selects the  button, the system aborts the submission. User must click  to confirm the action.

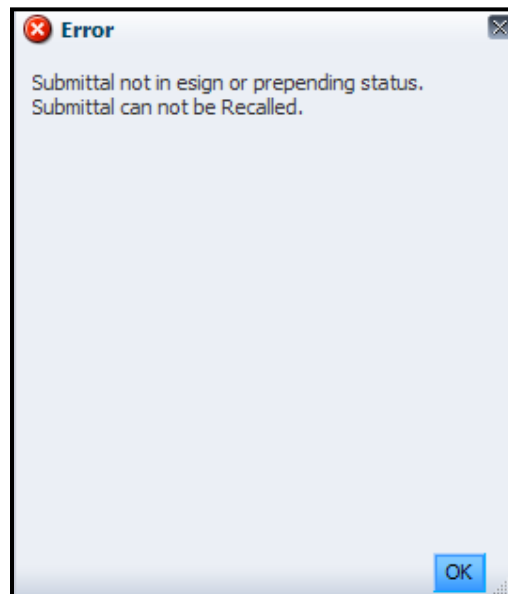
Recall Associated Bond Riders


- User with appropriate role can recall all **or** individually selected Principal Change of Name bond riders associated with a change of name, conversion (with a name change) or a merger request.
- The system displays an appropriate message **if** bond rider **cannot** be recalled.

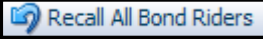
To recall a bond rider, **Login** TIMS Web. Click **TIMS Web Company**.

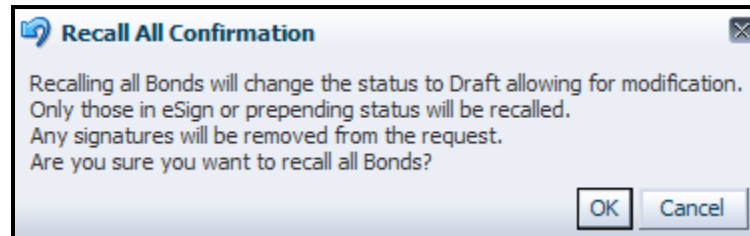
Select desired change of name/business conversion request and click . Alternatively click the appropriate **Submittal ID** link. Select the  tab.



To recall a **single** bond rider, select the bond rider to be recalled and click the  button. If the bond rider cannot be recalled, a message similar to the following will be displayed.



Click  to close the window.

To recall **all** initiated bond riders click the  button. The following message will be displayed.




Click  to confirm the recall. Click  to cancel the recall. Recalling a bond rider changes the bond rider's status to Draft and **invalidates** all applied signatures.

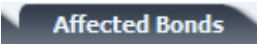
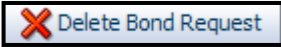
Bond riders in Draft status remain in Draft status after the recall.

Delete Associated Bond Requests

- User may delete bond requests associated with a change of name, business conversion or merger.
- Only requests in Draft status can be deleted.
- The system displays a message if a bond request cannot be deleted.

To delete a bond request **Login** TIMS Web. Click **TIMS Web Company**.

Select desired change of name/business conversion/merger request from the displayed list and click . Alternatively click the appropriate **Submittal ID** link.

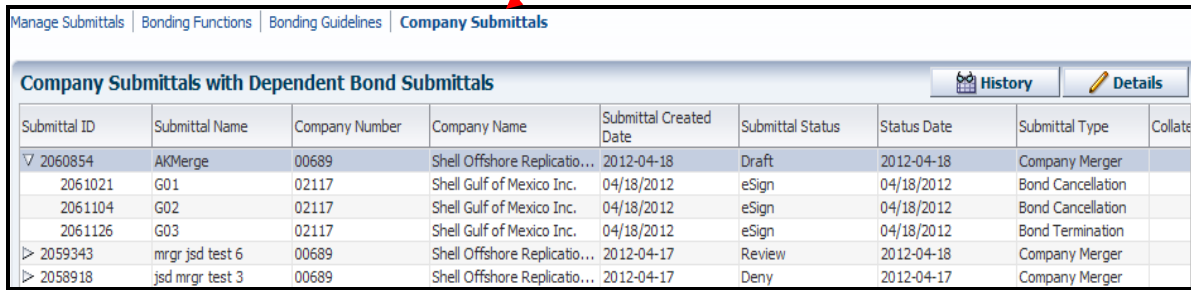
On the displayed page click the  tab. From the list in the lower panel, select the bond request you wish to delete and click the  button.

Click  to confirm or click  to discard the deletion.

Access TIMS Web Bonding


To access TIMS Web Bonding application, **Login** TIMS Web and select **TIMS Web Bonding**. Bonding submittals list is displayed. A sample screen is shown.

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Submittal ID	Submittal Name	Company Number	Company Name	Submittal Created Date	Submittal Status	Status Date	Submittal Type	Collate
2060854	AKMerge	00689	Shell Offshore Replicatio...	2012-04-18	Draft	2012-04-18	Company Merger	
2061021	G01	02117	Shell Gulf of Mexico Inc.	04/18/2012	eSign	04/18/2012	Bond Cancellation	
2061104	G02	02117	Shell Gulf of Mexico Inc.	04/18/2012	eSign	04/18/2012	Bond Cancellation	
2061126	G03	02117	Shell Gulf of Mexico Inc.	04/18/2012	eSign	04/18/2012	Bond Termination	
2059343	mrgr jsd test 6	00689	Shell Offshore Replicatio...	2012-04-17	Review	2012-04-18	Company Merger	
2058918	jsd mrgr test 3	00689	Shell Offshore Replicatio...	2012-04-17	Deny	2012-04-17	Company Merger	

Figure 25: Bonding Submittals List

Click the **Company Submittals** tab (identified by red arrow). Locate the desired change of name, business conversion or merger request and click the  button to expand and view associated bond requests.

Select desired bond request and click the  **Details** button. The system displays the selection.

If the bond request is in Draft or Rework status, user can **edit** the bond request and save the changes.

If the bond request is complete, **validate** associated bond request for eSignature; **apply** required **signatures**; and **submit** the bond request.

Business Conversion

- A qualified company can change company's **Type** using TIMS Web Company application.
- Only users with appropriate role can change their representative company's Type.
- Click **here** to view required documents for business conversion.
- If desired, view affected leases, ROWs, RUEs and Bonds, **or proceed** to **Initiate Business Conversion Request**.

View Leases, ROWs and RUEs

To view company's Leases, ROWs and RUEs, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Business Conversion** button. Select a **Conversion Type** from the drop-down list and click the **Leases/ ROWs/ RUEs** tab. A sample of the displayed page is shown.

Requirements

Lease / ROWs / RUEs

Affected Bonds

Print Leases/ROWs/RUEs

Affected Leases

Region	Record Title	Operating Rights
▼ Gulf of Mexico Region		
		00229
		00841
		00842
	G02638	
	G02639	
	G02643	
	G03594	
		G03958
		G04143
	G04240	
	G05862	
	G05863	
	G05868	
	G05871	
	G05889	
	G05900	

Affected ROWs



Region	ROWs
▼ Gulf of Mexico Region	
	G09349
	G13408
	G13702
	G14026
	G14027
	G14697
	G14698
	G15988
	G15989
	G16017
	G16018
	G16033
	G16034
	G16035
	G20507
	G20508

Affected RUEs


Region	RUEs
▼ Gulf of Mexico Region	
	G21920
	G21963
	G21966
	G21984
	G21990
	G22002
	G22076
	G22079
	G23555
	G23603
	G23628
	G23684
	G23696
	G30018
	G30045
	G30046

Figure 26: Business Conversion: Affected Leases, ROWs, and RUEs

All leases, rights of way, and rights of use and easement for each region are listed. To expand or collapse the list click triangles identified by red ovals.

Click  **Print Affected Leases/ROWs/RUEs** to print the list. Clicking  **Print Package** prints business conversion requirements, Leases, ROWs, and RUEs and Affected Bonds to user's default printer.

- Leases, ROWs and RUEs are affected **if** the business conversion request includes a change of company's name.
- Leases, ROWs, and RUEs updates are done upon approval of the request.
- No action is required by the user regarding affected leases, ROWs and RUEs.

Alternate route to view affected leases, ROWs and RUEs (LLR): After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click  **View Details**. On the displayed page, click the **Affected LRRs** tab.

Click the **Company Submittals** tab to go back to company's submittals list.

Affected Bonds

To view bonds affected by business conversion, **Login** TIMS Web.


Select **TIMS Web Company** and click the **Requirements** tab.


Select the **Business Conversion** button. Select **Conversion Type** from the drop-down list and click the **Affected Bonds** tab.

The displayed page shows active bonds for each affected region. A sample screen is shown in Figure 27. An **active** bond has an effective date that has not been terminated, cancelled or replaced.


Business Process: <input type="radio"/> Qual Update <input type="radio"/> Change of Name <input checked="" type="radio"/> Business Conversion <input type="radio"/> Merger <input type="button" value="Regional Contacts"/> <input type="button" value="Print Package"/>									
Requirements Leases/ ROWs/ RUEs Affected Bonds									
<input type="button" value="Print Affected Bonds"/>									
Active Surety Bonds									
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	
	▽ Gulf of Mexico Region								
AETNA INSURANCE COMP..		20001	G28390	ou812	Surety Bond	ROW - REn	300000	3/28/2012	
BANK ONE, LOUISIANA		20583	G28390	de1059-2	Surety Bond	ROW - REn	300000	3/29/2012	
BANK ONE, LOUISIANA		20583		0u812	Surety Bond	Commerical Lease - REn	2000000	3/28/2012	
RLI CORPORATION		30088	G32031	2	Surety Bond	Commerical Lease - REn	100000	4/25/2012	
Other Active Bonds									
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	
	▽ Gulf of Mexico Region								
U.S. TREASURY		20049	G28401	456546	Treasury Note	ROW - REn	300000	4/3/2012	
U.S. TREASURY		20049	G25784	453435	Treasury Note	Commerical Lease - REn	100000	4/3/2012	
U.S. TREASURY		20049	G31534	4654646	Treasury Note	Limited Lease - REn	300000	4/3/2012	
U.S. TREASURY		20049	G30121	23432	Treasury Note	RUE - REn	300000	4/3/2012	

Figure 27: Business Conversion: Affected Bonds

Click  to expand the list.

Click  **Print Affected Bonds** to print the list of bonds to your local printer.

Clicking  **Print Package** button prints Business Conversion Requirements, active bonds, Leases, ROWs and RUEs to user's default printer.

Alternate route to view affected bonds: After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click  **View Details**. On the displayed page, click the **Affected Bonds** tab.

Click the **Company Submittals** tab (top left of the screen) to go back to company's submittals list.

Initiate Business Conversion Request

Login TIMS Web and select **TIMS Web Company**.

On the displayed page click the  **Create New** button.

Select **Business Conversion Request** option. The displayed page is shown in Figure 28.

The screenshot shows a web form titled "Business Conversion". It is divided into three main sections:

- Submittal Information:** Contains two required fields: "* Submittal Name:" and "Submittal Description:". Both fields are currently empty.
- Current Company Information:** Displays pre-filled information: "Company Name: Shell Offshore Replication Test", "Company Number: 00689", "Company Type: General Partnership", and "State of Incorporation: LA".
- Business Conversion:** Contains three required fields: "New Company Name:" (empty), "* New Company Type:" (a dropdown menu), and "* Filing Date (Secretary of State):" (empty). Below these fields are two buttons: "Create Request" (with a right arrow icon) and "Cancel" (with a left arrow icon).

Figure 28: Initiate Business Conversion

Type **Submittal Name** and Submittal Description in the fields provided. Submittal Name must be unique to submittal type. If Submittal Name is not unique, the system will display an appropriate message.


The system populates Company Type and State of Incorporation for the company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

If business conversion is accompanied by a new name, a **New Company Name** must be entered. The entered company name must be unique and must match exactly the name that appears on business records and required documents.

Select **New Company Type** from drop-down list. Type or select **Filing Date**. Filing Date is the effective date of the conversion indicated in State Certificate. Filing Date **cannot** succeed current date.

Asterisks (*) indicate required fields.

To continue with the request click  To cancel the request click .

Upon clicking  Business Conversion Request page, shown in Figure 29, is displayed.

Business Conversion Request

Validate Submit Print < Submittal Listing

Company Details **Contacts** Attachments Authorized Officials Affected LRRs Affected Bonds

Submittal Information:
 Submittal Name: dhmsfm Submittal Description:

> | **Current Company Information:**

Business Conversion Save Cancel

New Company Name:

* New Company Type: Corporation

* Filing Date (Secretary of State): 7/1/2012

Affected Regions: Gulf ☒ Pacific ☒ Alaska ☒ Atlantic ☐

Addresses(4) Phone Numbers(2) Websites(1)

+ Add - Delete Save Cancel

Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Gulf of Mexico Reg...	Post Office Box 4776			Houston	TX	77210-4778	United States	Adjudicatic	<input type="radio"/>	
OEMM Region-wide	800 W Commerce Rc	Suite 445		New Orleans	LA	70123	United States	Adjudicatic	<input type="radio"/>	
OEMM Region-wide	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudicatic	<input type="radio"/>	
Alaska Region	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudicatic	<input type="radio"/>	

Figure 29: Business Conversion Request

- In addition to changing company's Type, user may add or alter addresses, phone numbers and websites for the company. Company Contacts and Authorized Officials may also be modified if desired. To modify, click appropriate tabs. See [Maintain Company](#) for instructions.
- Clicking Save saves the request in Draft status.

Proceed to: Invoke Change of Name Bond Riders.

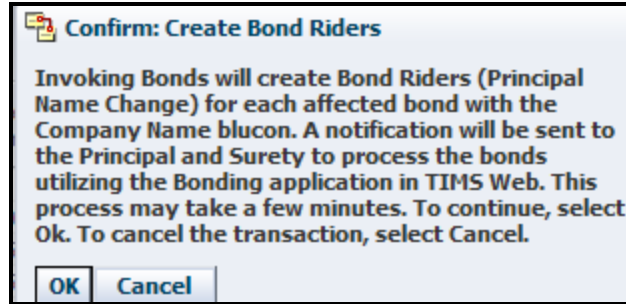
Invoke Change of Name Bond Rider

- For a business conversion **without** a name change, **no** bonding action is required.
- If the business conversion is accompanied by a name change, user with appropriate role must create Principal Change of Name bond riders for company's active bonds.
- Currently TIMS Web Company supports Principal Change of Name bond riders for **Surety** bonds **only**.

To invoke Principal Change of Name bond riders, **Login** TIMS Web.


Click **TIMS Web Company**. Select desired submittal and click **View Details**. Alternatively click the appropriate **Submittal ID** link.

Select the **Affected Bonds** tab and click **Create Bond Riders**. The following message is displayed.



Click **OK** to confirm. To cancel the initiation of bond rider click **Cancel**.

Upon confirmation, the system creates a Principal Change of Name bond rider request for **each** affected **Surety** bond and notifies the Principal and the Surety to eSign the bond rider requests.

Initiated bond riders are displayed in the lower panel of the screen. User may need to click  identified by red oval in Figure 30, to see all initiated bond riders.

Business Conversion Request

Validate Submit Print < Submittal Listing

Company Details Contacts Attachments Authorized Officials Affected LRRs **Affected Bonds**

Print Affected Bonds Create Bond Riders

Active Surety Bonds

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
PRINCIPAL NOT FOUND RLI CORPORATION	Alaska Region	12345		022-014-198	Surety Bond	Areawide	1000000	4/15/2005
		30088	Y00181	1	Surety Bond	Lease Specific	50000	4/5/2012
	Gulf of Mexico Region							

Bond Riders Recall All Bond Riders Recall Single Bond Rider Delete Bond Request

Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2092120	BCONV 2091920- 10	Bond Rider - CON	5/30/2012	500000	CXS88888	Gulf of Mexico Region	Draft
2092112	BCONV 2091920- 9	Bond Rider - CON	5/30/2012	500000	CXS77777	Gulf of Mexico Region	Draft
2092104	BCONV 2091920- 8	Bond Rider - CON	5/30/2012	500000	CXS66666	Gulf of Mexico Region	Draft
2092096	BCONV 2091920- 7	Bond Rider - CON	5/30/2012	600000	CXS55555	Gulf of Mexico Region	Draft
2092088	BCONV 2091920- 6	Bond Rider - CON	5/30/2012	500000	CXS44444	Gulf of Mexico Region	Draft

Figure 30: Business Conversion Request: Initiated Bond Rider Requests List

Initiated bond riders must be validated for eSignature. See [Validate Associated Bond Requests for eSignature](#).

A sample of Principal Change of Name bond rider request is presented in Figure 31.

Figure 31: Principal Change of Name Bond Rider

All bond riders associated with the business conversion request must be signed by both the Principal and the Surety **before** validation of the business conversion request. Validation fails if required signatures have not been applied **or** at least **one** bond rider for each affected bond has not been created. See [eSign Associated Bond Requests](#).


- When the first signature is applied, the bond rider is updated to eSign status. After both required signatures are applied, bond rider requests are updated to Prepending status.
- The business conversion request can be validated when all bond riders are in **Prepending** status.
- User has the option to **recall** all bond riders **or** individually selected bond rider request. See [Recall Associated Bond Riders](#).
- User has the option to **delete** bond requests associated with the business conversion request. See [Delete Associated Bond Requests](#).


Proceed to: Validate and Submit Business Conversion Request.


Validate and Submit Business Conversion Request

- All required attachments have been uploaded.
- All Principal Change of Name bond riders (if applicable) must have been signed by the Principal and the Surety.
- Only user with appropriate role can validate and submit the request.

To validate the request, **Login** TIMS Web. Click **TIMS Web Company**.

Select desired business conversion request from the list and click  [View Details](#). Alternatively click the appropriate **Submittal ID** link.


On Business Conversion Request page click the  button. Successful validation is acknowledged by the system. If validation fails, the system displays an appropriate message and indicates reasons for the failure.

Click . The system will acknowledge successful submission. Once the request is submitted to BOEM the system updates the request to appropriate status. Draft submittals are updated to Pending and Rework submittals are updated to Resubmit status.

- The request cannot be edited while in Pending status. To modify a request in Pending status, user must first recall the request. After recall, the request is updated to Draft status and can be modified. See [Recall Submittals](#).
- Bond riders associated with the business conversion, must be **reviewed** by BOEM Reviewers from **all** regions affected by the request.
- Upon approval of the business conversion request by Approvers from all affected regions, the system updates the request to Approve status; generates the approval letter and qualification card and sends a notification to the submitting company.
- BOEM approval date becomes **termination** date for company's old type. The **effective date** for the new type is determined by the Secretary of State of the state of filing. Existing company records are archived in EDMS and company records reflecting company's new type (and new name if applicable) are created by the system.
- If Business Conversion request is denied by BOEM Reviewer, reasons for denial along with denial notification is sent to the submitting company.

Edit Business Conversion Request

- Business conversion request can be edited by user with appropriate role.
- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).

Login TIMS Web. Click **TIMS Web Company**. Select desired submittal and click the  button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.


To **modify** the New Company Name (if applicable), click the  button located in the Business Conversion pane, identified by red arrow in the figure below.


Figure 32: Update Business Conversion Request

If bonds were associated with the old name, they will be **deleted after** the name change. User **must** create **new** bond requests to be associated with the New Company Name.

Click **OK** to confirm or click **Cancel** to cancel the name change. Upon clicking **OK**, type the New Company Name in the designated field. The system displays an appropriate message if the New Company Name is not unique. If the **Save** button is **absent**, type over the old name and click **Save**.

- To **modify** New Company Type, select new type from the drop-down list and click **Save**.
- To **modify** Filing date, click the **Calendar** button and select desired date or type over the existing date. Filing Date **cannot** succeed current date.
- **Update/edit Addresses** if desired. To edit click the corresponding tab.
- **Update/edit Phone Numbers** if desired. To edit click the corresponding tab.
- **Update/edit Website** if desired. To edit click the corresponding tab.
- **Update/edit Contacts** if desired. To edit, click the corresponding tab.
- **Update/edit Authorized Officials** if desired. To edit, click the corresponding tab.
- To **update** attachments, see **Update Attachments**.


Once completed, click the **Save** button located in the Business Conversion pane to save the changes.

Alternate route to view affected leases, ROWs and RUEs (LLR): After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click  [View Details](#). On the displayed page, click the **Affected LRRs** tab.

Affected Bonds

To view a list of bonds affected by the change of name request, **Login** TIMS Web.

Select **TIMS Web Company** and click the [Requirements](#) tab.

Select **Change of Name** button and click **Affected Bonds**. The system displays all active **Surety** bonds affected by the change of name request for each affected region. An **active** bond has an effective date that has not been terminated, cancelled or replaced. A sample screen is shown. **Make sure** to click the  to expand the list. The expand/collapse buttons are identified by red ovals in the following figure.







Business Process: <input type="radio"/> Qual Update <input checked="" type="radio"/> Change of Name <input type="radio"/> Business Conversion <input type="radio"/> Merger  Regional Contacts  Print Package									
Requirements Leases/ ROWs/ RUEs Affected Bonds									
 Print Affected Bonds									
Active Surety Bonds									
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	
AETNA INSURANCE COMP.	 Gulf of Mexico Region	20001	G28390	ou812	Surety Bond	ROW - REn	300000	3/28/2012	
BANK ONE, LOUISIANA		20583	G28390	de1059-2	Surety Bond	ROW - REn	300000	3/29/2012	
BANK ONE, LOUISIANA		20583		0u812	Surety Bond	Commerical Lease - REn	2000000	3/28/2012	
RLI CORPORATION		30088	G32031	2	Surety Bond	Commerical Lease - REn	100000	4/25/2012	
Other Active Bonds									
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	
	 Gulf of Mexico Region								
U.S. TREASURY		20049	G28401	456546	Treasury Note	ROW - REn	300000	4/3/2012	
U.S. TREASURY		20049	G25784	453435	Treasury Note	Commerical Lease - REn	100000	4/3/2012	
U.S. TREASURY		20049	G31534	4654646	Treasury Note	Limited Lease - REn	300000	4/3/2012	
U.S. TREASURY		20049	G30121	23432	Treasury Note	RUE - REn	300000	4/3/2012	

Figure 34: Change of Name: Affected Bonds


User may click  **Print Affected Bonds** to print the list to his local printer.

Click the [Company Submittals](#) tab to go back to submittals list.

Alternate route to view affected bonds: After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click  [View Details](#). On the displayed page, click the **Affected Bonds** tab.

Initiate Change of Name Request

To change the name of a qualified company, **Login** TIMS Web. Select **TIMS Web Company**.

Click  and select **Change of Name Request** option. The displayed page is shown.

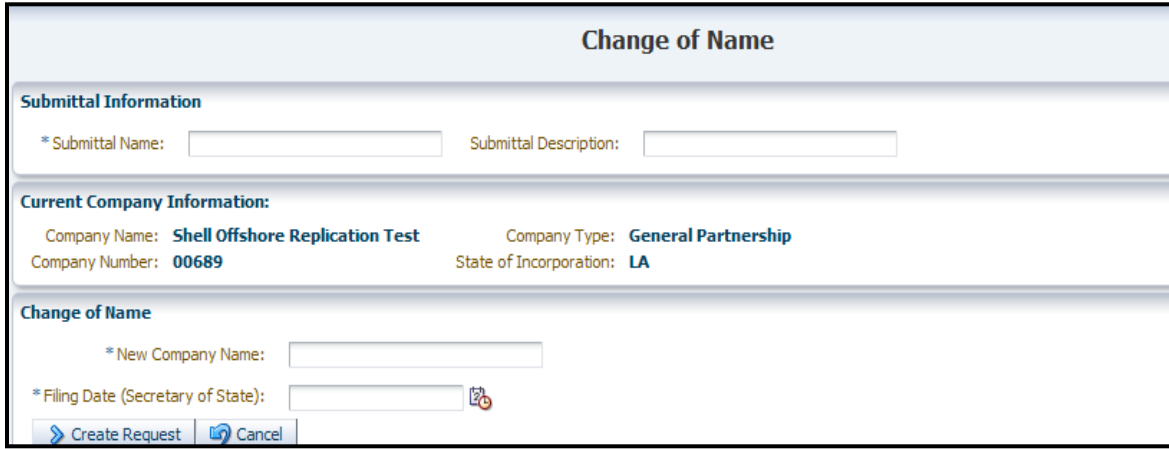


Figure 35: Initiate Change of Name

Enter **Submittal Name** and Submittal Description in designated fields. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique. Submittal Description is optional.

The system populates Company Type and State of Incorporation for the company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.


Type **New Company Name** and **Filing Date** in the fields provided. The New Company Name must be unique; spelling, upper or lower case and punctuation, must match exactly the name that appears on business records and required documents for the request to be accepted.

Filing Date is the effective date of the change of name indicated in State Certificate. Filing date cannot succeed current date. Asterisks (*) indicate required fields.

To cancel change of name request click . To continue with the request click . The Change of Name Request page is shown in Figure 36.

Figure 36: Change of Name Request

Change of Name Request page shows Company Details, Contacts, Attachments, Authorized Officials and Affected Bonds tabs.

Clicking  **Save** saves the request in Draft status.

- User may add or alter addresses, phone numbers and websites for the company.
- Company Contacts and Authorized Officials may also be modified if desired. To modify, click appropriate tabs.
- See [Maintain Company](#) and [Update Authorized Officials](#) for instruction.

Proceed to: Invoke Change of Name Bond Riders.

Invoke Change of Name Bond Riders

- Active bonds affected by a change of name request **require** Principal Change of Name bond riders.
- Currently TIMS Web Company application supports Principal Change of Name bond riders for **Surety** bonds **only**.

To invoke Principal Change of Name bond rider for Surety bonds, **Login** TIMS Web and click **TIMS Web Company**.

Select desired request and click  **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the  **Affected Bonds** tab. Affected bonds for each region are displayed.

Click the  **Create Bond Riders** tab identified by red arrow in Figure 37.

Change of Name Request

[Validate](#)
[Submit](#)
[Print](#)
[< Submittal Listing](#)

[Company Details](#)
[Contacts](#)
[Attachments](#)
[Authorized Officials](#)
[Affected LRRs](#)
[Affected Bonds](#)

[Print Affected Bonds](#)
[Create Bond Riders](#)

Active Surety Bonds

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
▼ Gulf of Mexico Region								
AETNA INSURANCE COMP..		20001	G28390	ou812	Surety Bond	ROW - REn	300000	3/28/2012
BANK ONE, LOUISIANA		20583	G28390	de1059-2	Surety Bond	ROW - REn	300000	3/29/2012
BANK ONE, LOUISIANA		20583		0u812	Surety Bond	Commerical Lease - REn	2000000	3/28/2012
RLI CORPORATION		30088	G32031	2	Surety Bond	Commerical Lease - REn	100000	4/25/2012

Other Active Bonds- Please upload supplemental attachments (on the Attachments tab)

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
▼ Gulf of Mexico Region								
U.S. TREASURY		20048	G28401	456546	Treasury Note	ROW - REn	300000	4/3/2012

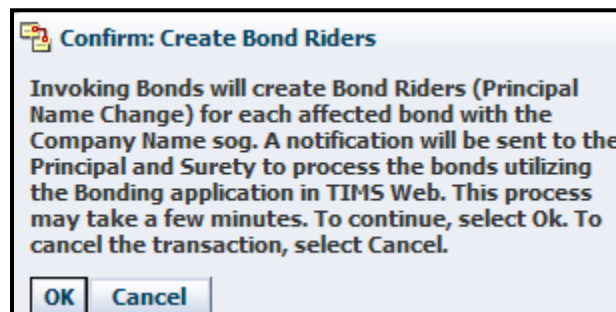
[Recall All Bond Riders](#)
[Recall Single Bond Rider](#)
[Delete Bond Request](#)

Bond Riders

Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2108737	CON 2108655- 4	Bond Rider - CON	7/2/2012	100000	2	Gulf of Mexico Region	Draft
2108729	CON 2108655- 3	Bond Rider - CON	7/2/2012	2000000	0u812	Gulf of Mexico Region	Draft
2108721	CON 2108655- 2	Bond Rider - CON	7/2/2012	300000	de1059-2	Gulf of Mexico Region	Draft
2108713	CON 2108655- 1	Bond Rider - CON	7/2/2012	300000	ou812	Gulf of Mexico Region	Draft


Figure 37: Change of Name Request: Initiated Bond Rider Requests List

Upon clicking, the following message will be displayed.



Click the **OK** button to confirm the action. Click **Cancel** to cancel the action.

Upon user's confirmation, the system creates a bond rider request for each affected **Surety** bond and saves the bond rider requests in Draft status.

The list of initiated bond riders appears in the lower panel of the screen. User may need to click  identified by red oval in Figure 37, to see the list.

Notifications are then sent to the Principal and the Surety that bond rider requests await their signature.

- Initiated bond rider requests must be validated for eSignature. See [Validate Associated Bond Requests for eSignature](#).


- All bond rider requests must be signed by both the Principal and the Surety **before** validation of the change of name request. Validation of change of name request fails if required signatures for bond riders have not been applied or at least **one** bond rider has not been created for each affected bond. See [eSign Associated Bond Requests](#).
- When the first signature is applied, the bond rider request is updated to eSign status.
- After both required signatures are applied, bond rider requests are updated to Prepending status.
- The change of name request can be validated when all bond riders are in Prepending status.
- User has the option to **recall** all bond riders or individually selected bond rider request. See [Recall Associated Bond Riders](#).
- User has the option to **delete** bond requests associated with the business conversion request. See [Delete Associated Bond Requests](#).


Proceed to: Validate and Submit Change of Name Request.


Validate and Submit Change of Name Request

- All required attachments must have been uploaded.
- All bond riders must be in Prepending status.

To validate the request **Login** TIMS Web and click **TIMS Web Company**.

Select desired change of name request and click  **View Details**. Alternatively click the appropriate **Submittal ID** link.

On Change of Name Request screen, click  **Validate**. If validation fails, the system displays an error message indicating reasons for the failure.


Upon successful validation click  **Submit**. After the request is successfully submitted, the system updates the request to appropriate status. Draft submittals are updated to Pending status and Rework submittals are updated to Resubmit status.


- The change of name request **cannot** be altered while the request is in Pending status. To modify the request in Pending status, user must first recall the request. After the recall, the request is updated to Draft status and can be modified. See [Recall Submittals](#).
- All bond rider requests must be reviewed by BOEM Reviewers from **all** regions affected by the request.
- Upon approval of the change of name request by Approvers from all regions affected by the request, the system updates the request to Approve status; generates the approval letter and qualification card; and sends a notification to the submitting company.

- BOEM approval date becomes **termination** date for company's old name. The **effective date** for company's new name is determined by the Secretary of State of the state of filing. Existing company records are archived in EDMS and company records reflecting company's new name are created by the system.
- If change of name request is denied by BOEM Reviewer, reasons for denial, along with denial notification is sent to the submitting company.


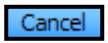



Edit Change of Name Request


- Change of name requests can be edited by users with appropriate role.
- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).

Login TIMS Web. Click **TIMS Web Company**. Select desired submittal from the displayed list and click the  button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.


To **modify** the New Company Name for a change of name request in Draft or Rework status, click the  button located in the Change of Name pane (identified by red arrow in Figure 38).

If bonds are associated with the old name, they will be **deleted** after the name change. User **must** initiate **new** bond requests to be associated with the New Company Name.

Click  to confirm the action or click  to cancel the action. Upon clicking , type the New Company Name in the designated field. The system displays an appropriate message if the New Company Name is not unique. If the  button is absent, type over the old entry and click .

To **modify** Filing date, click the  button and select desired date or just type over the existing date. Filing Date **cannot** succeed current date.

To **update** company's Contacts, Attachments, Authorized Officials, Addresses, Phone Numbers or Websites, click appropriate tabs. For complete information see [Edit Maintain Company Request](#).

Once completed, click the  button located in the Change of Name pane to save the changes. A sample screen is shown.

Change of Name Request

Print Approval Documents < Submittal Listing

Company Details Contacts Attachments Authorized Officials Affected LRRs Affected Bonds

Submittal Information:
 Submittal Name: con test edms relats jsd Submittal Description:

Current Company Information:

Change of Name
 * New Company Name: ExxonMobile Corp
 * Filing Date (Secretary of State): 6/22/2012
 Affected Regions: Gulf ☒ Pacific ☒ Alaska ☒ Atlantic ☐

Addresses(4) Phone Numbers(2) Websites(1)

Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Alaska Region	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudication A...	<input type="radio"/>	
Gulf of Mexico Reg...	Post Office Box 4778			Houston	TX	77210-4778	United States	Adjudication A...	<input type="radio"/>	
OEMM Region-wide	800 W Commerce Rd.	Suite 445		New Orleans	LA	70123	United States	Adjudication A...	<input type="radio"/>	

Figure 38: Update Change of Name Request

Merger

Companies or entities can submit a merger request through TIMS Web Company application. Merger requests must be initiated by the **surviving** company. Companies involved in the merger must be BOEM **qualified** companies. User representing the surviving company must have appropriate role to initiate a merger request.


Please note the following:

- Surviving company must assume **all** financial obligations of the merging company.
- Surviving company must secure **all** existing liabilities (their own and those belonging to the merging company) by creating new bonds (general or supplemental), Indemnity Agreements, or bond riders, etc.
- All merging company's active bonds must be **terminated** or **cancelled** through TIMS Web Company application. An **active** bond has an effective date that has not been terminated, cancelled or replaced.
- If the merger accompanies a change of surviving company's name, Principal Change of Name bond riders must be invoked through TIMS Web Company application. Currently TIMS Web Company supports Change of Name bond riders for **Surety** bonds **only**.
- It is recommended that the required Principal Change of Name bond riders be invoked **after** all bonding obligations have been assumed by the surviving company.
- Click [here](#) to view required attachments for merger request.
- If desired, view Affected Leases, ROWs and RUEs, DOOSs and Bonds, or **proceed** to **Initiate Merger Request**.

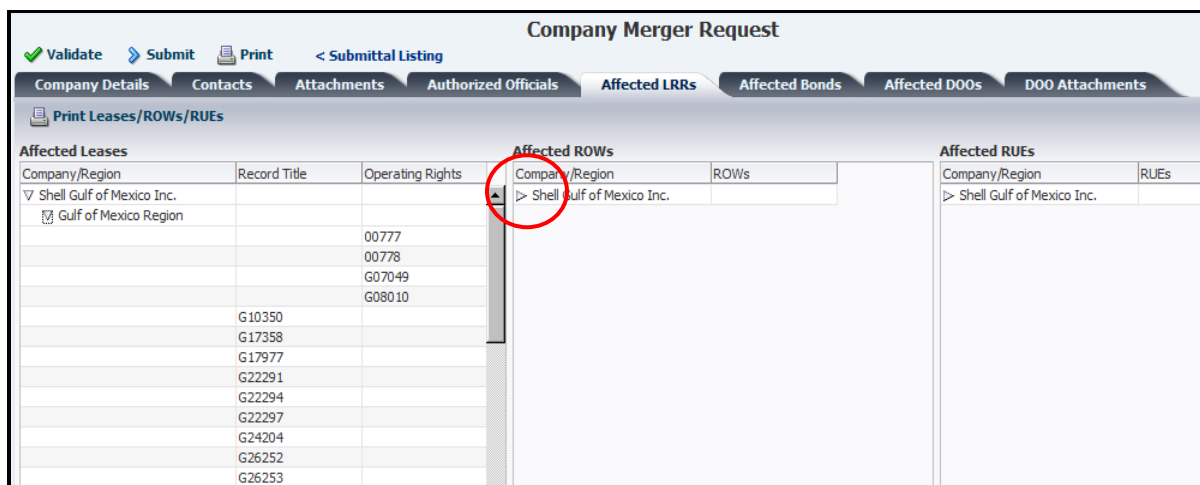
Affected Leases, ROWs, and RUEs

To view merging company's leases, ROWs and RUEs affected by the merger, **Login** TIMS Web. Select **TIMS Web Company**.

Click the **Requirements** tab. On Business Process page select **Merger** and click **Select a Merging Company**. **Make sure** to click the triangle, identified by red oval, to expand the drop-down list.

Enter complete or partial Company Number or Company Name in appropriate field and press the **Enter** key. The list is sorted accordingly. Click the  button corresponding to the desired merging company.

Click **Affected LRRs**. The system displays a list of merging company's leases (including Record Title and Operating Rights), ROWs and RUEs for each affected region. A sample screen is shown.




Affected Leases			Affected ROWs		Affected RUEs	
Company/Region	Record Title	Operating Rights	Company/Region	ROWs	Company/Region	RUEs
<div> <div>▼</div> <div>Shell Gulf of Mexico Inc.</div> <div> <div>▼</div> <div>Gulf of Mexico Region</div> </div> </div>			<div> <div>></div> <div>Shell Gulf of Mexico Inc.</div> </div>		<div> <div>></div> <div>Shell Gulf of Mexico Inc.</div> </div>	
		00777				
		00778				
		G07049				
		G08010				
	G10350					
	G17358					
	G17977					
	G22291					
	G22294					
	G22297					
	G24204					
	G26252					
	G26253					

Figure 39: Merger - Affected Lease, ROWs and RUEs

Click **Print Leases/ROWs/RUEs** to print the list. Click the **Company Submittals** tab located on the top left of the screen, to return to submittals list.

- Upon approval of the merger request by all approvers, leases, ROWs and RUEs of the merging company are manually updated by BOEM to reflect the merger.
- No action is required by the user regarding affected leases, ROWs and RUEs.

Alternate route to view affected leases, ROWs and RUEs (LLR): After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click  **View Details**. On the displayed page, click the **Affected LRRs** tab.

Affected Bonds

To view active bonds of a merging company, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Merger** and click **Select a Merging Company**. Locate desired merging company from the drop-down list and click the corresponding **+** button. To locate, enter complete or partial Company Number or Company Name in the field provided then press the **Enter** key.

Click the **Affected Bonds** tab. All active **Surety** bonds of the merging company will be displayed. A sample is shown.

Business Process: ☐ Qual Update ☐ Change of Name ☐ Business Conversion ☒ Merger **Regional Contacts** **Print Package**

Merger

Select a Merging Company

Merging Company:
Merging Company Number:

Requirements **Leases/ ROWs/ RUEs** **Affected Bonds** **DOO**

Print Affected Bonds

Active Surety Bonds

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
No active surety bonds to display.								

Figure 40: Merger: Affected Bonds

Click **Print Affected Bonds** to print the list. Click the **Company Submittals** tab located on the top left of the screen to return to submittals list.

Alternate route to view affected bonds: After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click **View Details**. On the displayed page, click the **Affected Bonds** tab.


Affected DOOs

User representing the surviving company may view designated operators affected by the merger.

To view Designation of Operators (DOOs), **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Merger** option and click **Select a Merging Company**.

Locate desired merging company from the drop-down list and click the corresponding  button. To locate desired company, enter complete or partial Company Number or Company Name in the field provided then press the **Enter** key.

Click the **DOO** tab. All DOOs for the merging company are displayed for each affected region. **Make sure** to click triangles, identified by red oval, to expand items. A sample is shown.

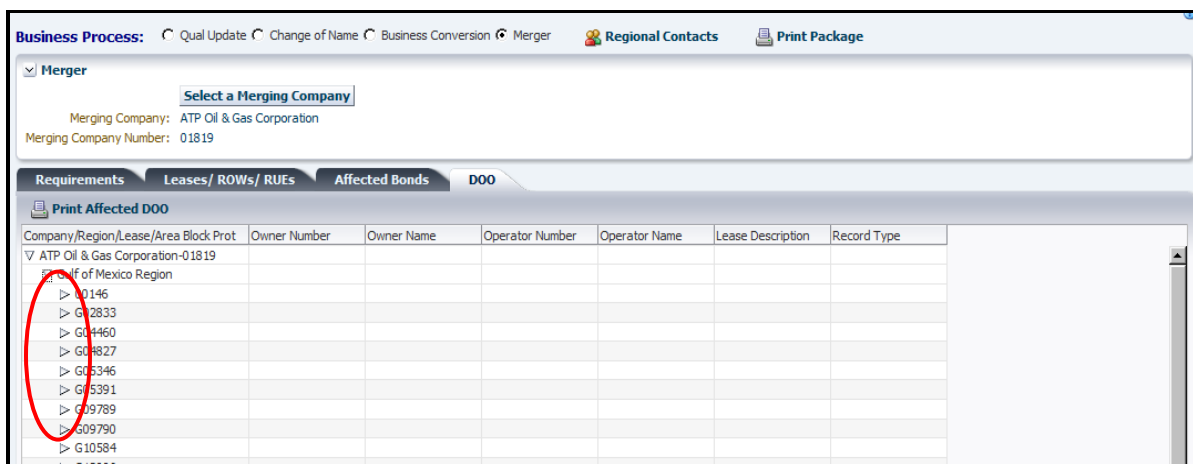




Figure 41: Merger – Affected DOOs

User may print DOO list by clicking  **Print Affected DOO**. The  **Print Package** button prints merger Requirements, affected Leases, ROWs, RUEs, affected bonds and DOOs.

Click **Company Submittals** tab, located on the top left of the screen, to return to submittals list.

Alternate route to view affected DOOs: After clicking TIMS Web Company, select desired submittal from the displayed submittals list and click  **View Details**. On the displayed page, click the **Affected DOOs** tab. DOOs for the merging company is displayed. **Make sure** to click the  button to expand the list.

Initiate Merger Request

- TIMS Web Company application supports merger of **two** companies only (surviving company + merging company i.e., non surviving company).
- To merge with more than one company, the surviving company must initiate merger requests in succession.
- The succeeding merger request can be initiated **after** the preceding merger has been approved by BOEM.

To initiate a merger request **Login** TIMS Web. Select **TIMS Web Company**.

Click  and select **Merger Request** option. The displayed screen is shown in Figure 42.

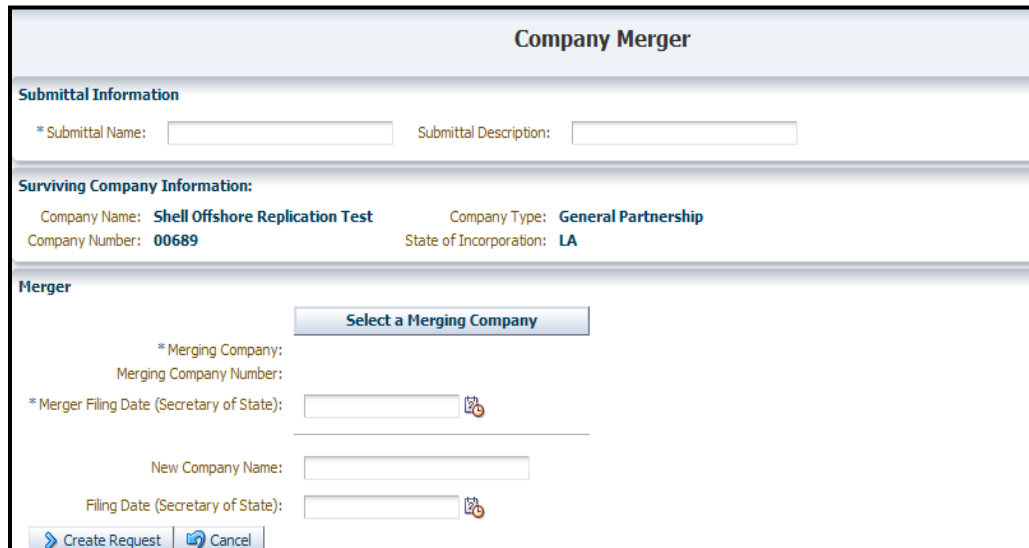


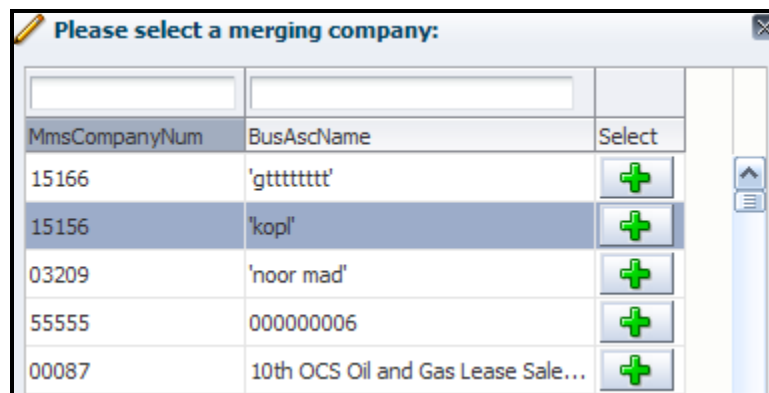


Figure 42: Initiate Merger

Enter **Submittal Name** and Submittal Description. Submittal Name must be unique. If a unique Submittal Name is not entered, the system will display an appropriate message. Required fields are indicated by asterisks (*).

The system populates Company Type and State of Incorporation for the surviving company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

Click . From the displayed list, select the merging company and click the corresponding  button. A sample is shown.











MmsCompanyNum	BusAscName	Select
15166	'gttttttt'	
15156	'kopl'	
03209	'noor mad'	
55555	000000006	
00087	10th OCS Oil and Gas Lease Sale...	


Figure 43: Select Merging Companies

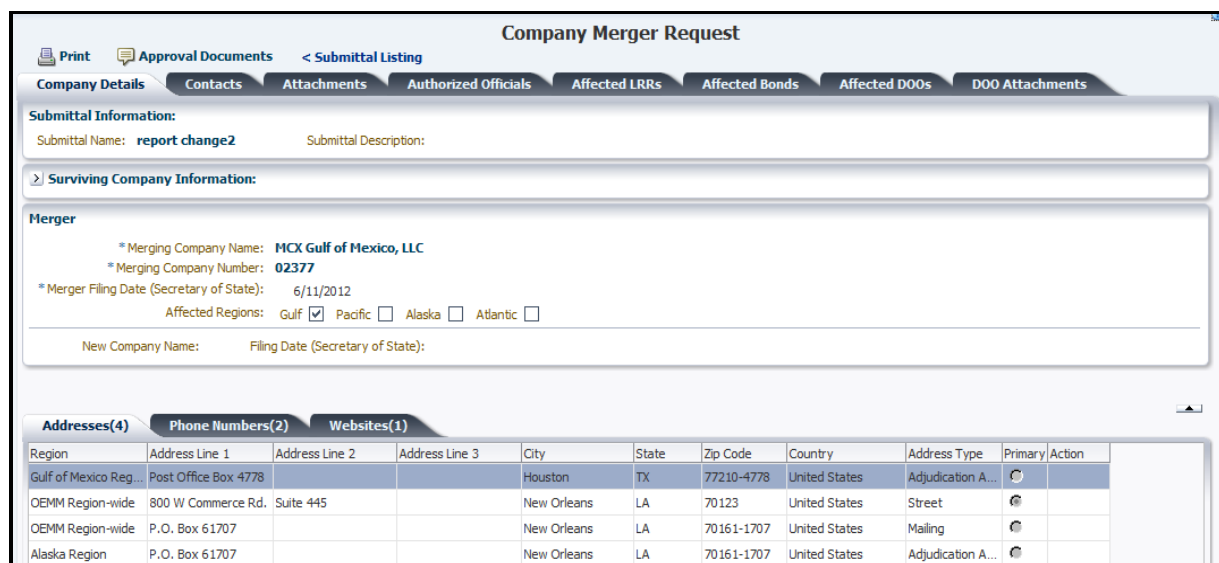
To **filter** the list shown in Figure 43, enter complete or partial Company Number or Company Name in the field provided then **Enter**.

Enter **Merger Filing Date** or select the appropriate date using the  button. Merger Filing Date is the effective date of the merger indicated in State Certificate. Merger Filing Date **cannot** succeed current date.

If the merger accompanies a change of company name, enter **New Company Name** and enter or select change of name **Filing Date**. The New Company Name must be unique; spelling, upper or lower case and punctuation, must match exactly the name that appears on business records and required documents for the request to be accepted. Filing Date is the effective date of the change of name indicated in State Certificate. Change of name Filing Date **cannot** succeed current date.

Click  to continue or click  to cancel the request.

Upon clicking  the system displays Company Merger Request page, shown in Figure 44.







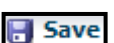
Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Gulf of Mexico Reg...	Post Office Box 4778			Houston	TX	77210-4778	United States	Adjudication A...		
OEMM Region-wide	800 W Commerce Rd.	Suite 445		New Orleans	LA	70123	United States	Street		
OEMM Region-wide	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Mailing		
Alaska Region	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudication A...		

Figure 44: Company Merger Request


- Company Details is the default screen.
- User may add or alter addresses, phone numbers and websites for the company. To modify, click the appropriate tab.
- Company Contacts and Authorized Officials may also be modified if desired. To modify, click the appropriate tab.
- See **Maintain Company** and **Update Authorized Officials** for instructions.
- Once desired changes are applied, click . The merger request is saved in Draft status.



Proceed to: DOO Attachments.

DOO Attachments

For merger requests, user with appropriate role can attach the Designation of Operator (DOO) documents by lease.

Login TIMS Web and click **TIMS Web Company**.

Select desired merger request and click  View Details. Alternatively, click the appropriate Submittal ID link.

Click the **DOO Attachments** tab. The displayed page shows all leases affected by the merger. A sample screen is shown in Figure 45. Make sure to click  to expand individual item. Click the  Expand All button to expand all items.





























Company Merger Request					
			< Submittal Listing		
Company Details	Contacts	Attachments	Authorized Officials	Affected LRRs	Affected Bonds
DOO Attachments					
					
Company/Region/Lease/Area Block Prot	Attachment Name	View File [Upload Date]	Update File	Delete	
▽ Shell Gulf of Mexico Inc. -02117					
▽ Gulf of Mexico Region					
▽ 00777					
▽ SM/ 22/LA3A					
					
	 00777 - 00777	 aD0011June12Doc.pdf [2012-06-12]			
	 00777 - 2	 a07JulyTestDoc.pdf [2012-07-02]			
▽ 00778					
▽ SM/ 23/LA3A					
					
	 00778 - 00778	 aD0011June12Doc.pdf [2012-06-12]			
▽ G26252					
▽ MC/ 391/NH16-10					
					
	 G26252 - 26252	 aD0011June12Doc.pdf [2012-06-12]			
▽ G26253					
▽ MC/ 392/NH16-10					
					

Figure 45: DOO Attachments

Select a lease and click the corresponding  Add Attachment button.

Enter the DOO attachment name. Click  Browse... to locate the file to upload. Once the file is located, click  OK. Alternatively, click  Cancel to cancel the upload.

- At least **one** attachment must be uploaded for **each** affected lease.
- All required attachments must be uploaded in similar fashion

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- DOO Form MMS-1123 and a PayGov receipt are **required** as one attachment or as separate attachments.
- All attachments must be in **PDF**.

Proceed to: Invoke Bond Processes.

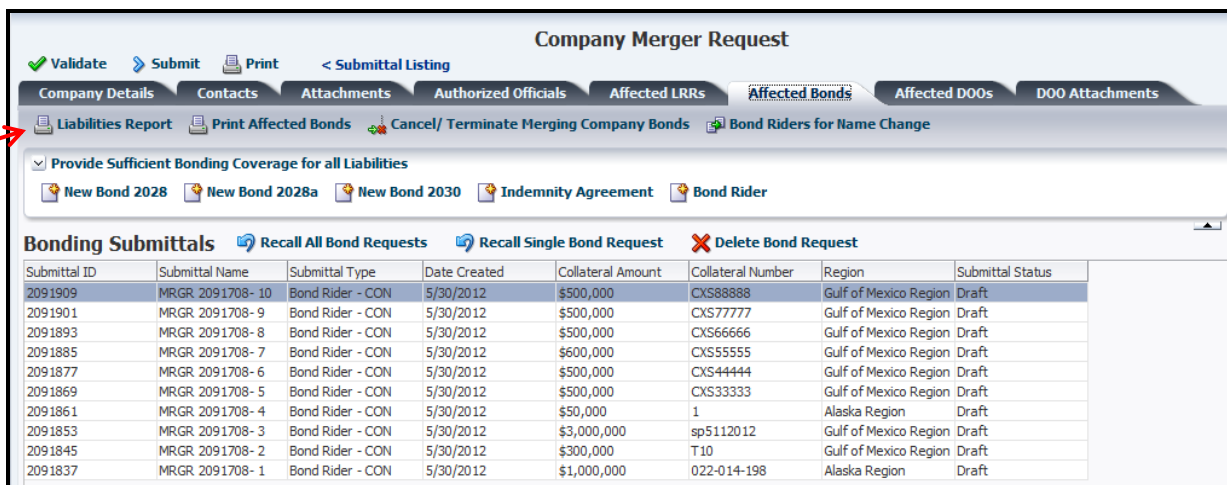
Invoke Bond Processes

- **All** merging company's liabilities must be covered by the surviving company.
- **All** merging company's active bonds must be terminated or cancelled by the surviving company.
- **All** necessary bond requests due to the merger must be **initiated** via TIMS Web Company application in order to be associated with the merger request.

To invoke bond processes for affected bonds, **Login** TIMS Web and click **TIMS Web Company**.


Select desired merger request and click  **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the **Affected Bonds** tab on the displayed page. A sample screen is shown.



Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2091909	MRGR 2091708- 10	Bond Rider - CON	5/30/2012	\$500,000	CXS88888	Gulf of Mexico Region	Draft
2091901	MRGR 2091708- 9	Bond Rider - CON	5/30/2012	\$500,000	CXS77777	Gulf of Mexico Region	Draft
2091893	MRGR 2091708- 8	Bond Rider - CON	5/30/2012	\$500,000	CXS66666	Gulf of Mexico Region	Draft
2091885	MRGR 2091708- 7	Bond Rider - CON	5/30/2012	\$600,000	CXS55555	Gulf of Mexico Region	Draft
2091877	MRGR 2091708- 6	Bond Rider - CON	5/30/2012	\$500,000	CXS44444	Gulf of Mexico Region	Draft
2091869	MRGR 2091708- 5	Bond Rider - CON	5/30/2012	\$500,000	CXS33333	Gulf of Mexico Region	Draft
2091861	MRGR 2091708- 4	Bond Rider - CON	5/30/2012	\$50,000	1	Alaska Region	Draft
2091853	MRGR 2091708- 3	Bond Rider - CON	5/30/2012	\$3,000,000	sp5112012	Gulf of Mexico Region	Draft
2091845	MRGR 2091708- 2	Bond Rider - CON	5/30/2012	\$300,000	T10	Gulf of Mexico Region	Draft
2091837	MRGR 2091708- 1	Bond Rider - CON	5/30/2012	\$1,000,000	022-014-198	Alaska Region	Draft

Figure 46: Merger Bond Processes

To **view** existing liabilities click  **Liabilities Report** identified by red arrow in preceding figure. Merging company's leases, ROWs or RUEs that require coverage by the surviving company are listed in Liabilities Report. **It may take the system a few minutes to bring up the report.**

A sample of the Liabilities Report is shown in Figure 47.

Bureau of Ocean Energy Management					03-JUL-2012
TIMS Web					PAGE: 1
Liabilities Report					
Merging Company: 02117 Shell Gulf of Mexico Inc.					
Surviving Company: 00276 ExxonMobile Corp					
Submittal ID: 2097975					
General Bonds					
Lease/ROW Number	Operator Number and Name	Area Block Code Number	Type	Uncovered Liability	
No Data Found					
Supplemental Bonds					
Lease/ROW/RUE Number	Operator Number and Name	Area Block Code Number	Type	Decommissioning Liability	Uncovered Liability
No Data Found					

Figure 47: Liabilities Report




Merging company's liabilities (if any) will be listed under **General Bonds** and **Supplemental Bonds**. The surviving company must create appropriate bond request(s) to cover the amount.

Bond requests appropriate to **oil and gas** are enabled for users representing oil and gas industry and bond requests appropriate to **renewable energy** are enabled for users representing renewable energy industry **only**.

The following bonding functions are available:

2028 Bond Request

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a 2028 Outer Continental Shelf (OCS) Mineral Lessee's and Operator's bond request click the  button. Enter **Submittal Name** and click  to continue with the request. Submittal Name must be unique to submittal type. To discard the bond request click the  button.

Refer to Enter 2028 Bond Form in TIMS Web Bonding Industry User Guide to learn how to complete the form. User must click the  button to save entries.

After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.



Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the bond request. See [eSign Associated Bond Requests](#).

2028a Bond Request

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a 2028a Outer Continental Shelf (OCS) Mineral Lessee's and Operator's Supplemental bond request click the  button.

On the displayed page, enter a unique **Submittal Name** and click  to continue with the request. To discard the bond request click the  button.

Refer to Enter 2028a Bond Form in TIMS Web Bonding Industry User Guide to learn how to complete the form. User must click the  button to save entries.

After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.

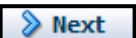

Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See [eSign Associated Bond Requests](#).

2030 Bond Request

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a new 2030 Pipeline Right of Way Grant bond request, click the  button.

On the displayed page, enter a unique **Submittal Name** and click  to continue with the request. To discard the bond request click the  button.

Refer to Enter 2030 Bond Form in TIMS Web Bonding Industry User Guide to learn how to complete the form. User must click the  button to save entries.


After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.



Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See [eSign Associated Bond Requests](#).

0005 Bond Request

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a 0005 Outer Continental Shelf (OCS) Renewable Energy Lessee's, Grantee's, and Operator's bond request, click the  button.

Enter **Submittal Name**. Submittal Name must be unique to submittal type. Click  to continue with the request or click  to discard the bond request.

Refer to Enter 0005 Bond Form in TIMS Web Bonding Industry User Guide to learn how to complete the form. User must click the  button to save entries.

After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.


Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See [eSign Associated Bond Requests](#).

Indemnity/Trust Agreement, Certificate of Deposit, Insurance Policy, Investment Grade Securities Requests

To initiate indemnity/trust agreement, certificate of deposit, insurance policy or investment grade securities request, follow **Login** steps described in [Invoke Bond Processes](#), and click the appropriate button.

Enter **Submittal Name**. Submittal Name must be unique to submittal type.

Select **Region** from the drop-down list and click the  button to continue. A sample of Indemnity Agreement screen is shown.












	Attachment Name	View File [Upload Date]	Upload File	Delete
* Required	Indemnity Agreement	 ApnaCONrider30May12.pdf [05/30/2012]		

Figure 48: Indemnity Agreement

Click the  button. Browse local drive to locate the appropriate file. Click  to upload the file. Click  to cancel the action. All attachments must be in **PDF**.

Click the  button. The system acknowledges successful submission. Click  to close the displayed window.


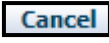
User may **delete** an attachment by clicking the corresponding  button. To add more attachments to supplement the request, see [Supplemental Attachments](#).

Bond Rider – Assumption of Liabilities

- The surviving company can assume obligations of other sureties or guarantors by invoking an Assumption of Liabilities bond rider for an active bond, within the **same** region, where the Principal **is** the lease owner or designated operator.
- The surviving company can assume obligations of other sureties or guarantors by invoking an Assumption of Liabilities bond rider for an **Area Wide 2028** or **Area Wide-ROW 2030** bond, within the **same** region, where the Principal is **not** the lease owner or designated operator.

To initiate a bond rider, follow **Login** steps described in [Invoke Bond Processes](#).

Click the  button. Select the desired **Active** bond from the displayed list and click the  button.

Enter **Submittal Name** and click the  button. Submittal Name must be unique to submittal type. To discard the bond rider, click the  button.

A sample screen is shown.



Company Merger Request

Bond Rider Request

☒ **Bond Details** **Form 2028**

Principal Name: Shell Offshore Replication Tests	Collateral Number: CX544444	Collateral Category: Lease Specific
Principal Number: 00689	Collateral Type: Surety Bond	Collateral Amount: \$500,000
Surety Name: AETNA INSURANCE COMPANY	Lease/ROW/RUE:	Effective Date: 3/7/2012
Surety Number: 20001	Region: Gulf of Mexico Region	

☒ **Bond Rider Option(s)**

* Effective Date: 

☐ Increase Bond Amount
 ☐ Decrease Bond Amount
 ☐ Change Name of Principal
 ☐ Assumption of Liabilities

Figure 49: Merger - Bond Rider Options

Select the **Assumption of Liabilities** option. The system identifies all active bonds with bond amount and activity levels lower than or equal to that of the bond selected by the user. The identified bonds (if any) are listed in the Assumed Bonds panel. See Figure 50.

Bond Rider Request

Save Cancel Back Attachments

☐ Increase Bond Amount
 ☐ Decrease Bond Amount
 ☒ Assumption of Liabilities

Assumption of Liabilities

Assumed Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	1	5/8/2012	\$100	Treasury Note	Shelby Engineering, Inc.	U.S. TREASURY		Gulf of Mexico Region

Excepted Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
No data to display.								

Figure 50: Bond Rider - Assumption of Liabilities

To **exclude** bonds from assumption, select a bond from the Assumed Bonds panel and click the corresponding button. The action places user's selection in the Excepted Bonds panel. Multiple bonds can be excluded in this fashion. The button reverses the action. Bonds in the Excepted Bonds panel are excluded from assumption.

For Area Wide 2028/Area Wide-ROW 2030 bond ride, if desired, click the **Search and Add** button to assume bonds, in the **same** region, where the Principal is **not** the lease owner or designated operator. A sample of the displayed screen is shown.

Search and Add Assumed Bonds


Search Clear Filters

	Collateral Number	Amount	Category	Lease Number	Principal Name	Surety Name	Status Code
<input type="checkbox"/>	8140-59-45	\$300,000.00	Areawide		Conoco Inc.	UNITED PACIFIC I...	A
<input type="checkbox"/>	U-908503	\$300,000.00	Areawide		Union Oil Company...	UNITED PACIFIC I...	T
<input type="checkbox"/>	583108	\$300,000.00	Areawide		Sun Oil Company (...)	GLOBE INDEMNITY...	A
<input type="checkbox"/>	803657	\$300,000.00	Areawide		Amerada Hess Cor...	SEABOARD SURET...	A
<input type="checkbox"/>	SHELL-0185	\$300,000.00	Areawide		Shell Oil Company	INSURANCE COMP...	A
<input type="checkbox"/>	5567093	\$300,000.00	Areawide		Oryx Energy Comp...	SAFECO INSURAN...	A
<input type="checkbox"/>	UNKNOWN	\$3,000,000.00	Development - Are...		Chevron U.S.A. Inc.	AMERICAN CASUA...	A
<input type="checkbox"/>	SHELL 1363	\$300,000.00	Areawide		Shell California Pro...	INSURANCE COMP...	A
<input type="checkbox"/>	553 4502	\$300,000.00	Areawide		Cities Service Oil a...	NATIONAL FIRE IN...	A
<input type="checkbox"/>	8015-50-27	\$300,000.00	Areawide		Atlantic Richfield C...	FEDERAL INSURA...	A

OK Cancel

Click the box corresponding to the bond(s) you like to assume and click . Use the search button to search for specific bond(s).

Click the  button to save entries.

Click the  button located at the bottom of the bond form. If validation is successful, the system notifies the authorized signatories that a request awaits their signature.


Created bond riders can be recalled while bond riders are in Draft status. See [Recall Associated Bond Riders](#).

Bond Rider – Increase/Decrease Bond Amount

The surviving company has the option to invoke a bond rider to increase or decrease the bond amount for an existing active bond.

To change the bond amount for an existing active bond, follow the **Login** steps described in [Invoke Bond Processes](#).

Click the  button. Select the desired **Active** bond from the displayed list and click the  button.


Enter **Submittal Name** and click the  button. Submittal Name must be unique to submittal type. To discard the bond rider, click the  button.

Select the **Increase Bond Amount** or **Decrease Bond Amount** option as appropriate. Based on the existing rules governing bond rider amount, the system displays the new bond amounts for the user to choose from.

Select the new bond amount and click . A sample screen is shown.

Figure 51: Bond Rider - Increase Bond Amount

Please refer to Bond Rider Bond Amount Business Rules (Appendix C) in TIMS Web Bonding Industry User Guide.

Click the  button located at the bottom of the bond form. If validation is successful, the system notifies the authorized signatories that a request awaits their signature.

Created bond riders can be recalled while bond riders are in Draft status. See [Recall Associated Bond Riders](#).

Bond Rider - Name Change

Merger requests including a change of **surviving** company's name **require** Principal change of Name bond riders.

To initiate Principal Change of Name bond riders, follow **Login** steps described in [Invoke Bond Processes](#).

Click the  tab. Click  to confirm or click  to cancel creation of bond riders.

Upon confirmation, the system creates a bond rider for each affected bond in Draft status and notifies the Principal and the Surety that bond riders await their signature. The list of created bond riders will be displayed in Bonding Submittals panel. A sample screen is shown.

Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2063496	MRGR 2012376- 11	Bond Rider - CON	4/20/2012		1	Gulf of Mexico Region	Draft
2063488	MRGR 2012376- 10	Bond Rider - CON	4/20/2012		CXS88888	Gulf of Mexico Region	Draft
2063480	MRGR 2012376- 9	Bond Rider - CON	4/20/2012		CXS77777	Gulf of Mexico Region	Draft
2063472	MRGR 2012376- 8	Bond Rider - CON	4/20/2012		CXS66666	Gulf of Mexico Region	Draft
2063464	MRGR 2012376- 7	Bond Rider - CON	4/20/2012		CXS55555	Gulf of Mexico Region	Draft
2063456	MRGR 2012376- 6	Bond Rider - CON	4/20/2012		CXS44444	Gulf of Mexico Region	Draft
2063448	MRGR 2012376- 5	Bond Rider - CON	4/20/2012		CXS33333	Gulf of Mexico Region	Draft
2063440	MRGR 2012376- 4	Bond Rider - CON	4/20/2012		1	Alaska Region	Draft
2063432	MRGR 2012376- 3	Bond Rider - CON	4/20/2012		022-014-198	Alaska Region	Draft
2063424	MRGR 2012376- 2	Bond Rider - CON	4/20/2012		5206292	Gulf of Mexico Region	Draft
2063416	MRGR 2012376- 1	Bond Rider - CON	4/20/2012		5205965	Gulf of Mexico Region	Draft

Figure 52: Associated Bond riders

- User may proceed to validate the bond riders for electronic signature. See [Validate Associated Bond Requests for eSignature](#).
- Bond riders must be signed by appropriate signatories. See [eSign Associated Bond Requests](#).
- Created bond riders can be recalled while bond riders are in Draft status. See [Recall Associated Bond Riders](#).

Validate and Submit Merger Request

- Merger requests must be validated **before** submission.
- All required attachments must have been uploaded **prior** to validation.
- Validation **fails** if any active bonds, lease assignments, ROWs, RUEs and Lease DOOs exist under the name of the merging (non-surviving) company.

Login TIMS Web. Click **TIMS Web Company**.

Select desired merger request and click [View Details](#). Alternatively, click the appropriate **Submittal ID** link.

On Company Merger Request page, click [Validate](#). The system validates all new bonds, bond riders or bond terminations/cancellations have been signed by required signatories. If validation fails, the system displays a message indicating reasons for the failure.



Upon successful validation, click [Submit](#). If submission is successful, the system updates the request to appropriate status. Draft submittals are updated to Pending status and Rework submittals are updated to Resubmit status.

- The request **cannot** be altered by the user while in the request is in Pending status. To modify a request in Pending status, see [Recall Submittals](#).
- Upon approval of the merger request, an approval notice is sent to the surviving company.
- The surviving company's records, company Resolution, Incumbency Certificate and qualification data are updated by the system.
- All data for the merging company along with all impacted leases, ROWs and RUEs are also updated.
- If the merger request is denied, reasons for denial are communicated to the surviving company.




Change Merging Company

The surviving company may change the merging company while the merger request is in Draft status.

Login TIMS Web. Click **TIMS Web Company**. Select desired submittal and click  [View Details](#). Alternatively click the appropriate **Submittal ID** link.

On the displayed page click the  button corresponding to the merging company. Select desired company from the displayed list and click .

To locate desired merging company in the list, type the complete **or** partial Company Number or Company Name in the appropriate blank field and press the **Enter** key. The list will be filtered accordingly.

Once desired company is selected, click the corresponding  button. User is notified that DOO attachments data will be repopulated to reflect the new merging company. Click  to acknowledge the message and click  to save the change.


Make sure to upload **DOO attachments** associated with the **new** merging company. See [DOO Attachments](#).


Cancel/Terminate Merging Company Bonds


- Surviving company is **required** to cancel or terminate **all** merging company's active bonds.
- Only user with appropriate role may cancel or terminate merging company's active bonds.
- It is recommended to cancel/terminate merging company bonds after all associated bond requests have been created by the surviving company.

Login TIMS Web and click **TIMS Web Company**. Select desired merger request and click  **View Details**. Alternatively click the appropriate **Submittal ID** link.

Click the **Affected Bonds** tab and select  **Cancel/ Terminate Merging Company Bonds**.

To **cancel** merging company's bonds, select the bond to be cancelled and click  **Initiate Cancellation Request**.


Enter **Submittal Name** and click . Submittal Name must be unique to submittal type.

Upon clicking the  button, Cancellation Remarks window is displayed. User may enter remarks in the designated field. Entering cancellation remarks is optional.

User must click the  **Save** button to save new entries. A sample screen is shown.



Figure 53: Bond Cancellation

To **terminate** merging company's bonds, select the bond to be terminated and click  **Initiate Termination Request**.

Enter **Submittal Name** and click . Submittal Name must be unique to submittal type.



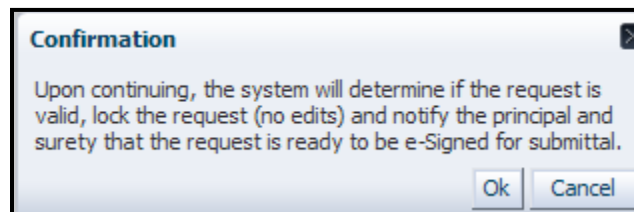
Upon clicking the  button, Termination Remarks window is displayed. User may enter remarks in the designated field. Entering termination remarks is optional. User must click the  **Save** button to save new entries. A sample screen is shown.

Figure 54: Bond Termination

Bond cancellation/termination request must be validated for electronic signature. Click the **Validate for eSignature** button located at the bottom of the page. The following message is displayed. Click **OK** to close the message window.



If validation fails, the system lists reasons for the failure. User must take corrective action and retry to validate for eSignature.

Click the **Back** button to return to bonding submittals list.


Click the **< Submittal Listing** button located at the top of the screen to return company's submittals list.

- Bond cancellation/termination requests must be signed by the Surety **or** the Principal. See [eSign Associated Bond Requests](#).
- All bond cancellation/termination requests must be submitted to BOEM. See [Review and Submit Bond Requests](#).

Edit Merger Request

- Only user with appropriate role can edit a merger request.

- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).

Login TIMS Web and select **TIMS Web Company**. Select desired merger request from the displayed list and click the  **View Details** button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.

To **change** the surviving company's name, enter the new name in **New Company Name** field located in the Merger pane, identified by red arrow in Figure 55 below.

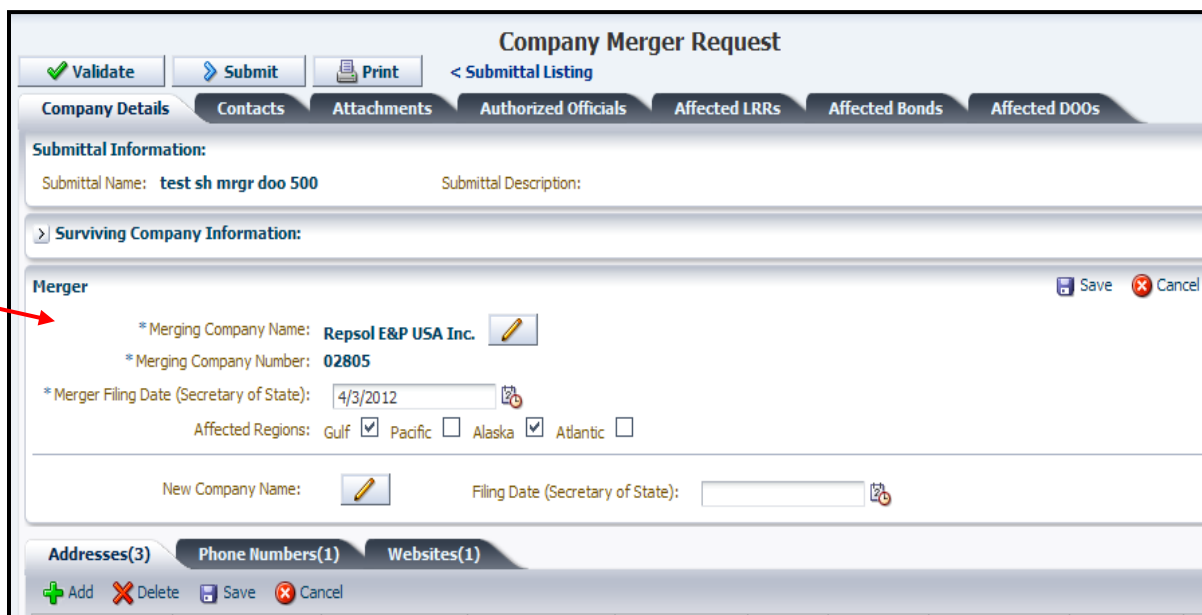








Figure 55: Edit Merger Request


The system displays an appropriate message if the New Company Name is not unique.


Type or select the **Filing Date** for company's change of name.

Once the surviving company's name is changed, all bonds, DOOs and leases/ROWs and RUEs associated with the old name will be **deleted**. Click  to confirm or click  to cancel the name change. User must initiate new bond requests to be associated with the New Company Name.

To **modify** **Filing Date**, click the  button and select desired date or just type over the existing date. Filing Date **cannot** succeed current date.

To **replace** the merging company, click the corresponding  button. User is prompted to confirm the change. Click  to confirm or click  to cancel the change.

Select another merging company from the displayed list and click the  button. To locate desired company in the list, type the complete or partial Company Number or Company Name in the space provided and press the **Enter** key. The list will be filtered accordingly.

Upon selecting a new merging company, a message notifies user that DOO attachments data will be repopulated to reflect the new merging company. Click  to acknowledge the message.

Make sure to upload **DOO attachments** associated with the new merging company. See [DOO Attachments](#).

- [Update/edit Addresses](#) if desired. Click the corresponding tab.
- [Update/edit Phone Numbers](#) if desired. To edit click the corresponding tab.
- [Update/edit Website](#) if desired. To edit click the corresponding tab.
- [Update/edit Contacts](#) if desired. To edit, click the corresponding tab.
- [Update/edit Authorized Officials](#) if desired. To edit, click the corresponding tab.
- If desired, see [Update Titles](#).
- If desired, see [Update Attachments](#).

Once completed, click the  button located in the Merger pane to save the changes.

Appendix A: Requirements for Business Conversion

The following documents are required to change an existing TIMS Web company type to Corporation, General Partnership, Limited Liability/Partnership, Trust, or Individual type.

Corporation:

Document	Description
Corporation Name	Copy of the Certificate of Incorporation from the Office of the Secretary of States of the State of incorporation, stating the name of the corporation exactly as it must appear on all legal documents, certified by the Secretary of the corporation.
Holder Authorization	A statement identifying the state in which the corporation is incorporated and declaring the corporation is authorized to hold mineral leases and/or right of way on the Outer Continental Shelf, certified by the Secretary of the corporation.
Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.
Incumbency Certificate	Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for an on behalf of the corporation, certified by the Secretary of the corporation.
Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

General Partnership:

Document	Description
Partnership Certificate	Certificate of Partnership and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Partnership Agreement	Partnership Agreement and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Holder Authorization	Statement indicating the State in which the partnership is registered or formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental shelf, certified by the Secretary of the partnership.
General Partner Statement (GPS)	Statements from each General Partner of the partnership reflecting the following, as appropriate
GPS Corporation Statement	If the General Partner is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation;
GPS Partnership Statement	If the General Partner is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the partnership
GPS Individual Statement	If the General Partner is an individual, a statement of citizenship.
Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the Partnership.
Incumbency Certificate	Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the partnership
Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Limited Liability Company/Limited Partnership:

Document	Description
Organization Articles	Articles of Organization, and any amendments thereto, certified by the Secretary of any Member or Manager of the Limited Liability Company (LLC).
Regulation Articles	Regulations, and any amendments thereto, of the Limited Liability Company, if there are any, along with evidence of filing in the Office of the Secretary of State, if required, certified by the Secretary of any Member or Manager of the Limited Liability Company.
Limited Liability Agreement	Operating Agreement or Limited Liability Agreement of the Limited Liability Company, and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, if required, certified by the Secretary of any Member or Manager of the Limited Liability Company.
Holder Authorization	Statement indicating the State in which the limited liability company is registered or formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, individually certified by the Secretary of each member/manager of the Limited Liability Company.
General Partner Statement (GPS)	Statements from each General Partner of the partnership reflecting the following, as appropriate:
LLC Corporation Statement	If the member is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the corporation;
LLC Partnership Statement	If the member is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the Partnership;
LLC Holder Authorization	If the member is a limited liability company, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of each Member of the Limited Liability Company
LLC Individual Statement	If the member is an individual, a statement of citizenship.
Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the Partnership.
Incumbency Certificate	Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for and on behalf of the limited liability company, must consist of a certificate jointly executed by all members/member companies, reflecting such officers and their authority.

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Member Listing	Listing of all members of the limited liability company certified by the Secretary of any member or Manager of the limited liability company
Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Trust:

Document	Description
Trust Agreement	Trust agreement or document establishing the trust, and all amendments thereto, duly certified by the trustee; such certification to also include a statement relative to where the original of the trust document(s) has been recorded
Trust Statement	Statement indicating the law under which the trust is established and that the trust is authorized to hold mineral leases and/or rights of way on the OCS, duly certified by the trustee(s).

Individual:

Document	Description
Individual Statement	Citizens and nationals of the United States,
Immigration Form	Aliens lawfully admitted for permanent residence in the United States as defined in 8 U.S.C. 1101(a)(20).

Appendix B: Company Types

Corporation:

A private, public or municipal corporation organized under the laws of the United States or of any State, or of the District Columbia or territory thereof (30 CFR 256.35(b)).

General Partnership:

Simply referred to as partnership, is a business shared by two or more individuals carrying on a business with the goal of making a profit. In general, each partner is jointly liable for the partnership's obligations.

Limited Partnership:

A type of business partnership with two or more persons with at least one general partner and one limited partner. The general partner has unlimited personal liability where the limited partner's liability is limited to the amount of his or her investment in the company.

Limited Liability Company (LLC):

A business structure allowed by State statute that can be applied by a corporation, partnership, or sole proprietorship giving its owners limited personal liability for the debts and actions of the LLC.

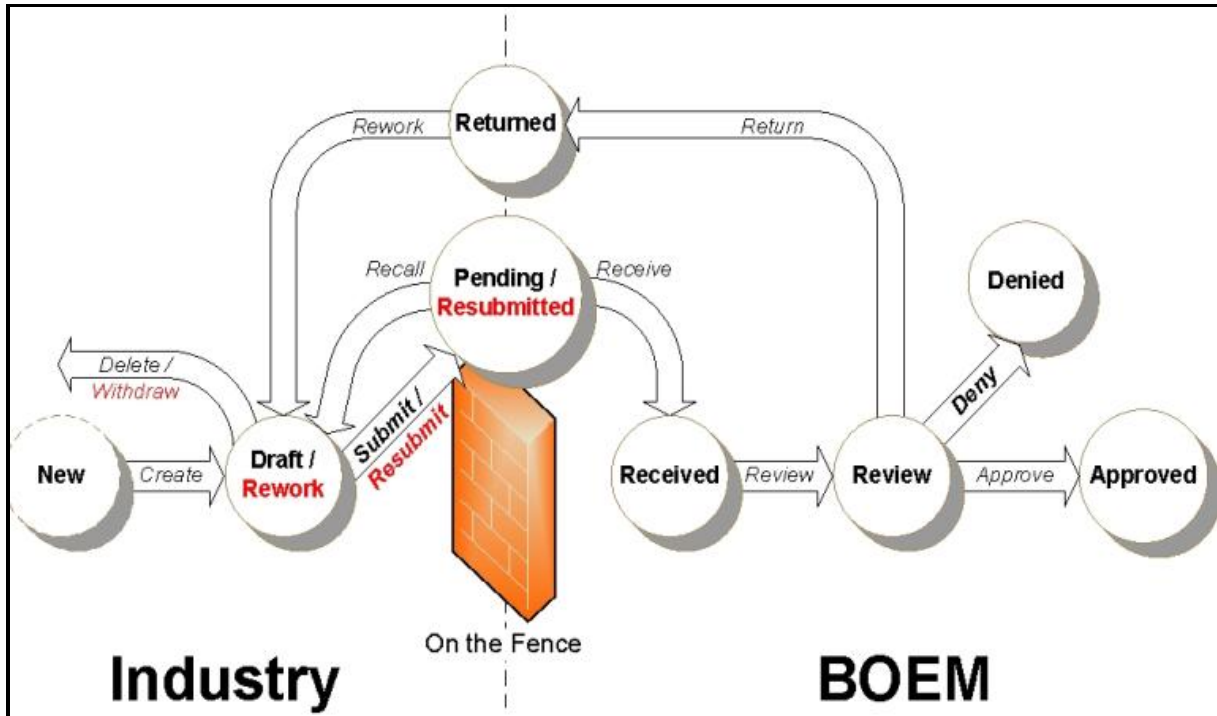
Trust:

A relationship in which one person holds title to property subject to an obligation to keep or use the property for the benefit of another.

Individual:

An individual lessee or a working interest owner.

Appendix C: TIMS Web Company Workflow



- A submittal in **Draft** status is a request/submittal initiated by the submitting company but not yet submitted to BOEM.
- A **Pending** submittal is a request submitted to BOEM but not yet **received** by BOEM.
- A submittal in **Approve** status is a request/submittal approved by BOEM.
- A submittal in **Review** status is a submittal under review by BOEM Reviewer or until the approved or denied by BOEM.
- A submittal in **Deny** status is a request/submittal Denied by BOEM.
- A submittal in **Returned** status is a request returned to Submitter by BOEM.
- A submittal in **Rework** status is a request returned to Submitter that can be edited by Submitter.

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